



Office of  
Environment  
& Heritage

# **BioNet Vegetation Classification user manual**

Public and edit applications

August 2017

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# Contents

Part A	Getting started	1
1	BioNet Vegetation Classification: registration and homepage	2
1.1	Registering to use the public application	2
1.2	Accessing the edit application	3
1.3	Homepage features	4
Part B	Using the Vegetation Classification public and edit applications	6
2	Search and display plant community type (PCT) data	7
2.1	Searching PCT data	7
2.2	Displaying and viewing PCT data	12
3	Plant Community Identification	15
3.1	Dichotomous Formation Key	16
3.2	Plant Community Identification tool search criteria	20
3.3	Plant Community Identification – showing results	29
3.4	PCT Identification – viewing summaries	33
3.5	PCT Identification tool – exporting lists	34
4	Reports and exports	36
4.1	State-wide advanced searches	36
4.2	Saving report/export criteria	42
4.3	Select communities using customised terms	43
Part C	Using the additional functions in the Vegetation Classification edit application	45
Part D	Appendixes and additional information	46
Appendix 1	Background to the BioNet Vegetation Classification database	47
A1.1	OEH Biodiversity Information System Team’s role	47
Appendix 2	Possible Internet Explorer issues	48
A2.1	Pop-up blocker	48
A2.2	Issues with refreshing pages	50
Appendix 3	Example searches for reports and exports	55
A3.1	Exporting a list of Plant Community Types in a particular IBRA Bioregion	55
A4.2	Exporting a benchmark report for an IBRA Bioregion	56
	Acronyms and abbreviations	57
	References	58

## List of figures

Figure 1	Conditions of use page	2
Figure 2	User registration page	3
Figure 3	News & Bulletins link on the homepage	4
Figure 4	News & Bulletins	4
Figure 5	Timer countdown on the homepage	5
Figure 6	'PCT Data' options on the homepage	6
Figure 7	Search fields using both text fields or dropdown menu items	8
Figure 8	Using the text fields and dropdown menu items to search for plant community type	9
Figure 9	Search results screenshot	10
Figure 10	Using 'or' when entering search fields	11
Figure 11	Using 'and' when entering search fields	12
Figure 12	Viewing PCT data	13
Figure 13	PCT tabbed display showing the 'Community Name and Classification Level' section	13
Figure 14	Tabs under the 'Vegetation community details' dropdown menu item	14
Figure 15	'Community Structure' section within the 'Scientific description' tab	14
Figure 16	The 'Print PCT' button	14
Figure 17	Main 'Plant Communication Identification' tool page	15
Figure 18	Background information '?' icon	16
Figure 19	Vegetation Formation Key	17
Figure 20	Different levels of the Vegetation Formation Key	17
Figure 21	Highlighted selection of the Dichotomous Formation Key	18
Figure 22	Vegetation Class of the Dichotomous Formation Key	19
Figure 23	Options to edit or delete criteria once in the 'Selected search criteria' box	19
Figure 24	Selecting an IBRA Region	20
Figure 25	Vegetation Formation (Keith 2004) menu	21
Figure 26	List of formations under the Vegetation Formation (Keith 2004) menu	21
Figure 27	Vegetation Formation and Vegetation Class search criteria	22
Figure 28	Selecting Vegetation Classes under Vegetation Formations (Keith 2004)	22
Figure 29	Selecting species from Community Stratum	23
Figure 30	Searching for community species using the full scientific name	24
Figure 31	Searching for community species using '+'	24
Figure 32	Searching by Community Structure	25
Figure 33	Searching for PCTs using specific metrics	26

Figure 34 Searching for PCTs with a height equal to 5 metres	26
Figure 35 Searching for PCTs with mean Crown or Canopy Cover greater than or equal to 15%	27
Figure 36 Searching by Community Height classes	27
Figure 37 Searching by Community Cover Class	28
Figure 38 Searching by Community Growth Forms overall	29
Figure 39 Searching by Community Growth Forms within specific strata	29
Figure 40 Displaying PCT search results by Formation	30
Figure 41 Removing the grouping to revert to a non-sorted results list	30
Figure 42 Displaying the PCT_ID in the search results	31
Figure 43 Opening the PCT link through the search results	31
Figure 44 Sorting results by Vegetation Class	32
Figure 45 Filtering results by No_of_matches	32
Figure 46 The selection for 'GreaterThanOrEqualTo 2' was filtered out from the 'No_of_matches' column	33
Figure 47 Viewing summaries	33
Figure 48 Viewing the Formation ('F' ), Class ('C') and summary overview for the PCT ('T')	34
Figure 49 Exporting the list of matched PCTs to csv or Word	35
Figure 50 The Save dialogue box	35
Figure 51 Reports/Exports options for PCT and NSW Landscapes data	36
Figure 52 Community profile report option showing potential query or search terms	37
Figure 53 Specifying the 'Search conditions' for a selected criterion	38
Figure 54 Adding criteria to the Search condition page	39
Figure 55 Deleting or editing criteria from the 'Search query build box'	39
Figure 56 Customising report/export display fields	40
Figure 57 Showing the PCT data results	41
Figure 58 Opening or saving Word reports when running the report/export	42
Figure 59 Loading and saving searches	43
Figure 60 Building a report/export query using customised search terms	44
Figure 61 The 'Tools' menu on Internet Explorer	48
Figure 62 The 'Tabs' button under the 'Internet Options' menu	49
Figure 63 The pop-up options on the 'Tabbed Browser Settings' menu	50
Figure 64 The Browsing history options under the 'Internet Options' menu	51
Figure 65 Select 'Automatically' under the 'Temporary Internet Files' tab	52
Figure 66 The 'Delete' button on the 'Browsing history' menu	53
Figure 67 The 'Delete Browsing History' menu in Internet Explorer	54
Figure 68 Choose exports under 'Choose your search'	55

Figure 69 Selecting the desired IBRA Bioregion	55
Figure 70 Selecting SYB:Sydney Basin as the IBRA Bioregion	56
Figure 71 Exporting benchmark data for PCTs in certain IBRA Regions	56

## Part A Getting started

The BioNet Vegetation Classification (formerly known as VIS Classification) is the database for plant community types (PCTs) in New South Wales (NSW). The development of the classification database is an integral part of the NSW Vegetation Information System (NSW VIS), which aims to provide a single, integrated source for vegetation information in NSW. Appendix 1 has more background information about the database and how it was developed.

This manual supports the New South Wales Office of Environment and Heritage's (OEH's) BioNet Vegetation Classification public and edit applications.

The manual comprises 4 parts:

- Part A: Getting started
- Part B: Using the BioNet Vegetation Classification public and edit applications
- Part C: Using the additional functions in the Vegetation Classification edit application
- Part D: Appendixes and other information.

It is presented as a step-by-step approach. Additional documentation is provided as links from this document and from the further information links provided in the web application pages.

This manual replaces the VIS Classification (public user manual), the VIS Classification edit user manual (parts 1–3) and the VIS Classification quick guides. It contains instructions for both the public and edit applications. The screenshots in this manual (with the exception of Part C) are taken from the public application, and where the screen differs slightly in the edit app the difference is noted. Therefore, some of the screenshots throughout may not exactly match what you see on your screen, depending on your level of access.

Any queries about this manual can be directed to [bionet@environment.nsw.gov.au](mailto:bionet@environment.nsw.gov.au).

# 1 BioNet Vegetation Classification: registration and homepage

The public and edit applications access two different, yet similar databases. Thus, many of the instructions for registering and accessing the applications are similar and covered here.

For issues using Internet Explorer, see Appendix 2.

When you have finished your BioNet Vegetation Classification session, please remember to log out of the application by clicking on 'Logout'.

## 1.1 Registering to use the public application

To register to use the BioNet Vegetation Classification, go to the [Public User Login Registration page](#).

Click on 'New user Register here' to open the new user registration page. A conditions of use page will appear (see Figure 1).

**Privacy**

Information entered by you as part of the registration process, including any personal details, will be stored in the OEH records system. You can find out more about how OEH handles the personal information it collects online by reading our privacy policy ([www.environment.nsw.gov.au/help/privacy.htm](http://www.environment.nsw.gov.au/help/privacy.htm)). By entering your details, you consent to the collection and use of your personal information in accordance with this policy.

**Copyright**

OEH is the custodian of the BioNet Vegetation Classification database and is responsible for its maintenance, updating and the distribution of data. The data and copyright and other intellectual property rights in the data are and shall remain the property of the copyright holder. Copyright in extracts, printouts or online search results from the VCA database is held by OEH and protected by the copyright laws of Australia. You can save a local copy of search results from this site on your computer or print it for your own personal use. However, when using the site you agree that:

- if you make a copy of material on the website, you must make sure that the words 'Copyright NSW Office Of Environment and Heritage' are placed in legible text on your copy
- if you copy or print material from the site, you cannot charge other people for access to it
- you cannot modify any material copied from the site without the written permission of OEH.

Apart from the conditions described above, you cannot publish any material including images (photos, illustrations, banners, logos, buttons and other graphic elements) or text from the site without the written permission of OEH ([bionet@environment.nsw.gov.au](mailto:bionet@environment.nsw.gov.au)).

I have read the above information. I would like to proceed with the user registration.

Figure 1 Conditions of use page

1. Please read the conditions, then click to accept the conditions if you wish to proceed. The 'Register' button will now become active.
2. Click to open the registration screen (see Figure 2).

**Manage Registration**

User Registration - Please enter your personal information to register for BioNet Vegetation Classification

Title :\*

First Name :\*

Last Name :\*

Address 1 :\*

Address 2 :

Suburb/Town :\*

State :\*

Post Code :\*

Contact Phone :\*

Role that describes your profession :\*

Email :\*  This is your User ID.

Password :\*

Confirm Password :\*

Fields marked with an asterisk (\*) are mandatory

**Figure 2 User registration page**

Fill in the required details as indicated for each field. Do not use spaces in the phone number field, nor any symbols except underscore in the Password fields.

Once you are registered in the system you will be automatically directed to the homepage.

You will also receive an email (to the email address you provided) noting your registration and with details of your user name and password. Please keep a copy of this email for future reference.

Keep your user name and password secret, as per usual online security recommendations.

To login, go to [the login page](#), and enter your user name and password.

### 1.1.1 Managing your public registration

Once logged in, you can manage your own user registration details, including changing contact information and your password. Click on 'Manage registration' on the top navigation bar. Click 'Confirm' at the bottom of the screen to save your changes.

If you forget your password, you will need to contact the BioNet support mailbox at [bionet@environment.nsw.gov.au](mailto:bionet@environment.nsw.gov.au).

## 1.2 Accessing the edit application

If you are an edit user, you will have to request access from the BioNet Vegetation Classification application administrator. Note Edit users are approved Vegetation Classification Project teams, Statutory Data editors and Threatened Biodiversity Accountable Officers who maintain Plant Community Type to Threatened Ecological Community association data. To obtain access to BioNet Vegetation Classification Edit, send a request to [bionet@environment.nsw.gov.au](mailto:bionet@environment.nsw.gov.au), including a statement as to why you require access and attach permission from your manager. External users also need to email access requests to the support mailbox.

Go to the [login page](#). Please enter your network user name (in the format DEC\user name) and password, and click 'Login'.

## 1.3 Homepage features

### 1.3.1 News & Bulletins

Click on the 'News & Bulletins' tab on the homepage, next to the 'Home' tab (see Figure 3). News & Bulletins summarises important notifications and alerts in relation to major changes to PCTs or the database itself, including decisions by the PCT Change Control Panel and general information of system changes. Links to further information may be provided (see Figure 4).

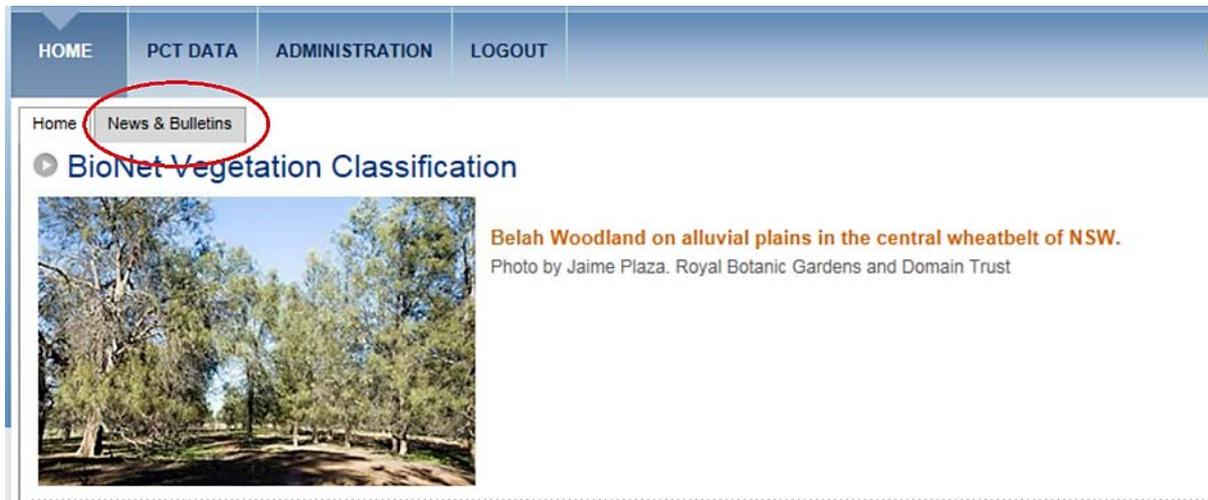


Figure 3 News & Bulletins link on the homepage

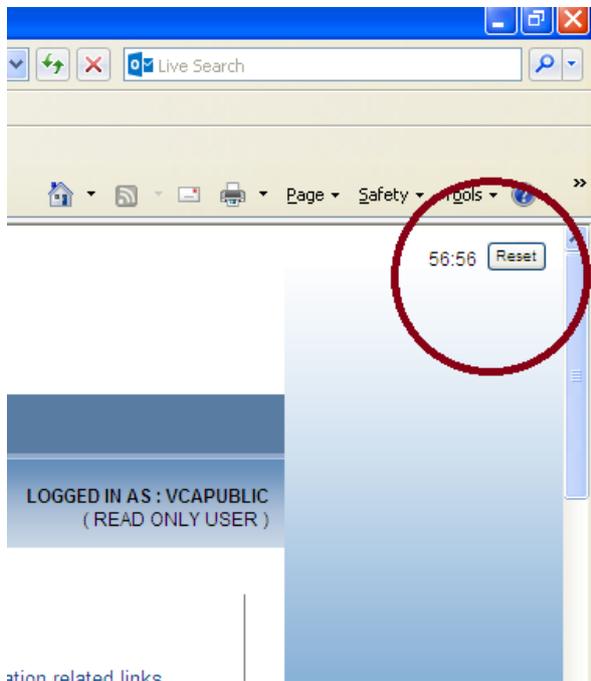
Date	Comments	Notification type	More information
7/12/2011 8:16:10 AM	Welcome to VIS Classification	General	More Information
7/12/2011 8:16:51 AM	Meeting of The Plant Community Type Change Control Panel	General	More Information
2/04/2012 9:38:40 AM	Outcomes of PCT Panel Meeting	General	More Information
19/09/2012 2:36:35 PM	Please note that due to update of VIS Classification to Version 2.1 the online web application will be unavailable the afternoon of Thursday 20th September 2012. We apologise for any inconvenience this may cause. We expect the VIS Classification to be back online Friday morning 21st September.	General	
17/10/2012 9:25:20 AM	Meeting of the Plant Community Type Change Control Panel - 3rd October 2012: over 200 new plant community types have been added in the Hunter-Central Rivers CMA region	General	More Information
17/10/2012 9:34:14 AM	New functionality added: i) a new Plant Community Type Identification Tool has been added; and ii) the Quick Search functionality has been enhanced to display all data for one plant community type at a time.	General	More Information
15/11/2012 11:43:45 AM	Patch 1 to VIS Classification 2.1	General	More Information
9/05/2013 2:06:10 PM	Updates to PCT data: finalisation of changes from PCT Panel meeting from March 2013.	General	More Information
6/06/2013	Patch 6 to VIS Classification	General	More

Figure 4 News & Bulletins

Periodic updates to data holdings are also published separately as Release notes, available at the [BioNet Guides and Manuals webpage](#).

### 1.3.2 Timer countdown

The homepage has a time counter at the top right hand corner of the screen. Users are allowed 60 minutes before the system automatically logs off if there has been no page activity. When the counter gets down to less than 1 minute, a warning message will appear. You can reset the timer back to 60 minutes by clicking on anything on a page, moving across pages or clicking the 'Reset' button (see Figure 5).



**Figure 5** Timer countdown on the homepage

## Part B Using the Vegetation Classification public and edit applications

Users can access data in the BioNet Vegetation Classification in 3 ways (see Figure 6):

- **Search and display plant community types (PCTs).** ‘Search and Display PCT’ tab allows access to all data for one PCT at a time. This provides the maximum retrieval of data, but the search must be repeated for each PCT you want information for. Use this for in-depth understanding of one particular PCT. **This is called ‘Edit’ in the edit application.**
- **Plant Community Identification.** The ‘Plant Community Identification’ tab provides a way to search and retrieve summary information on a range of PCTs by creating and running a series of queries. The results – or matches – against those criteria are then listed in a tabular format and further refinement of the results can be undertaken by filtering the results table of matching PCTs. This is a more interactive way to identify a range of PCTs and to obtain a quick overview of the main data that defines or describes that PCT (e.g. vegetation structure, species composition). Users can also open individual PCTs to view in more detail.
- **Reports/Exports.** To export data to use in spreadsheets, or to a report format (word and pdf documents) use the ‘Reports/Exports’ tab. This will guide you through the creation of queries to retrieve the data you need for one or many PCTs, or even retrieve data for all the PCTs in the database. This function is useful if you are after information for a particular vegetation class or within a particular area (e.g. an IBRA Bioregion), and want to be able to view and use the information outside the Vegetation Classification system. ‘Reports/Exports’ is also the way users can search and retrieve data regarding NSW Landscapes and their % cleared estimates.

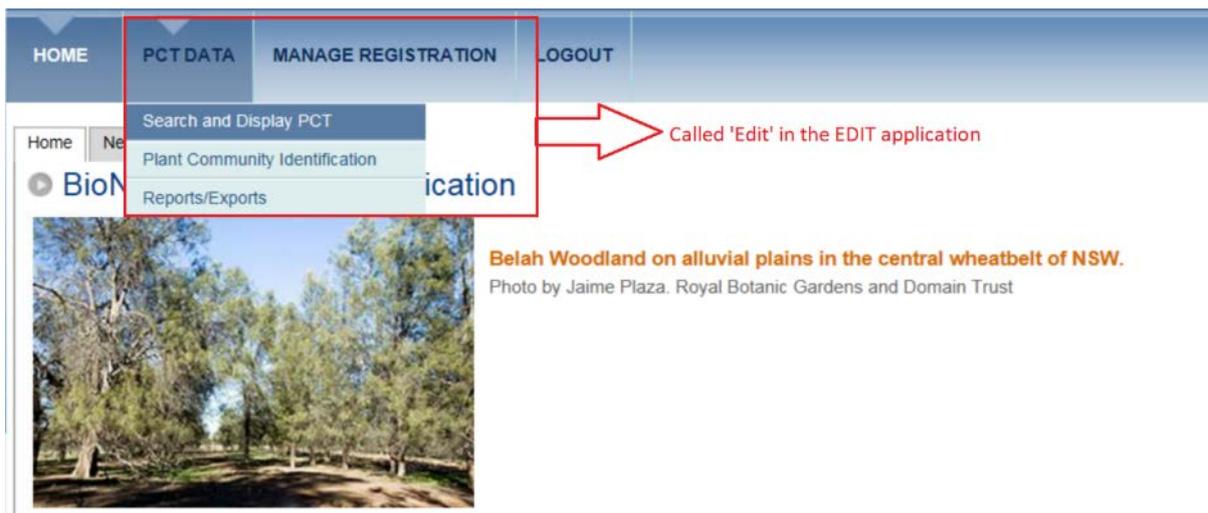


Figure 6 ‘PCT Data’ options on the homepage

## 2 Search and display plant community type (PCT) data

Access this function by clicking on the 'Search and Display PCT' dropdown menu item on the 'PCT Data' top navigation bar.

Not all fields in the BioNet Vegetation Classification applications have been fully populated for all plant communities. Key fully populated fields are displayed in the top half of the search screen under the heading 'State-wide Search Fields'. These fields are suitable for state-wide searches and if used will return a complete list search result for those fields. You should search using these fields if you require a comprehensive list of available PCTs across NSW.

Coverage for the remaining fields in the BioNet Vegetation Classification applications is incomplete, and searches using these fields may retrieve only partial results. Those fields displayed in the bottom half of the Search screen under the heading 'Additional fields' are inconsistently populated and may not produce a comprehensive search result when used (see Section 2.1).

Also see Section 4.1 for information about setting up searches.

### 2.1 Searching PCT data

The fields for the 'State-wide search' are either text fields (the first 4 fields) or dropdown menu fields (the bottom 6 fields) (see Figure 7).

The additional fields allow you to search by threatened ecological communities (TEC Act and TEC name), and by local government authority (LGA).

State-wide Search Fields:

**Text field boxes**

**Dropdown menu boxes**

**Additional fields**

Plant Community Type ID :

VCA ID :  or

Type (part) scientific name or click button to search for name

PCT Scientific Name :  OR

PCT Common Name :  or

Authority : --choose-- or

Vegetation Formation (Keith, 2004) : --choose-- or

Vegetation Class (Keith, 2004) : --choose-- or

PCT Definition Status : --choose-- or

IBRA Bioregion : --choose-- or

IBRA Subregion : --choose-- or

**Additional Fields : (NB: may retrieve only partial results if included)**

Local Government Authority (LGA) : --choose-- or

TEC Act : --choose-- or

TEC Name :

Figure 7 Search fields using both text fields or dropdown menu items

For the text fields, type in the terms or partial terms and hit 'Enter' on your keyboard, or the 'Search' button at the bottom of the screen. For example, entering 'red gum' in the PCT common name field will retrieve all PCTs with 'red gum' in their common name.

To use one of the dropdown fields, click the dropdown arrow next to the relevant field, then click to select the entry you want (see Figure 8).

**State-wide Search Fields:**

Plant Community Type ID :

VCA ID :  or

Type (part) scientific name or click button to search for name

PCT Scientific Name :  OR

**PCT Common Name :**  or

Authority : --choose-- or

Vegetation Formation (Keith, 2004) : --choose-- or

Vegetation Class (Keith, 2004) : --choose-- or

PCT Definition Status : BBS Brigalow Belt South or

IBRA Bioregion : BHC Broken Hill Complex or

IBRA Subregion : CHC Channel Country or

COP Cobar Penepain

DRP Darling Riverine Plains

MDD Murray Darling Depression

MUL Mulga Lands

NAN Nandewar

NET New England Tablelands

NNC NSW North Coast

NSS NSW South Western Slopes

RIV Riverina

SEC South East Corner

**TEC Act : SEH South Eastern Highlands** or

SEQ South Eastern Queensland

SSD Simpson Strzelecki Dunefields

SYB Sydney Basin

Local Government Authority (LGA) : or

TEC Name : or

**Figure 8 Using the text fields and dropdown menu items to search for plant community type**

The system will display the results in the area below the search fields at the bottom of the page. It will also tell you how many records match your search term(s) (see Figure 9).

Search results			
Plant community ID	common name (community)	scientific name (taxon)	
2	River Red Gum-sedge dominated very tall open forest in frequently flooded forest wetland along major rivers and floodplains in south-western NSW	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Eleocharis acuta</i> , <i>Centipeda cunninghamii</i> , <i>Ranunculus inundatus</i> , <i>Pseudoraphis spinescens</i>	Select
5	River Red Gum herbaceous-grassy very tall open forest wetland on inner floodplains in the lower slopes sub-region of the NSW South Western Slopes Bioregion and the eastern Riverina Bioregion.	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Acacia dealbata</i> / <i>Bothriochloa macra</i> , <i>Carex tereticaulis</i> , <i>Lachnagrostis filiformis</i> , <i>Hemarthria uncinata</i> var. <i>uncinata</i>	Select
7	River Red Gum - Warrego Grass - herbaceous riparian tall open forest wetland mainly in the Riverina Bioregion	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Paspalidium jubiflorum</i> , <i>Wahlenbergia fluminalis</i> , <i>Senecio quadridentatus</i> , <i>Carex tereticaulis</i> /	Select
8	River Red Gum - Warrego Grass - Couch Grass riparian tall woodland wetland of the semi-arid (warm) climate zone (Riverina Bioregion and Murray Darling Depression Bioregion)	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Paspalidium jubiflorum</i> , <i>Cynodon dactylon</i> , <i>Wahlenbergia fluminalis</i> , <i>Centipeda cunninghamii</i> /	Select
9	River Red Gum - wallaby grass tall woodland wetland on the outer River Red Gum zone mainly in the Riverina Bioregion	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Austrodanthonia caespitosa</i> , <i>Juncus flavidus</i> , <i>Carex inversa</i>	Select
10	River Red Gum - Black Box woodland wetland of the semi-arid (warm) climatic zone (mainly Riverina Bioregion and Murray Darling Depression Bioregion)	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> , <i>Eucalyptus largiflorens</i> / <i>Muehlenbeckia florulenta</i> / <i>Cyperus exaltatus</i> , <i>Paspalidium jubiflorum</i> , <i>Oxalis perennans</i>	Select
11	River Red Gum - Lignum very tall open forest or woodland wetland on floodplains of semi-arid (warm) climate zone (mainly Riverina Bioregion and Murray Darling Depression Bioregion)	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Acacia stenophylla</i> , <i>Muehlenbeckia florulenta</i> / <i>Paspalidium jubiflorum</i> , <i>Cyperus gymnocaulos</i> , <i>Einadia nutans</i> subsp. <i>nutans</i>	Select
36	River Red Gum tall to very tall open forest / woodland wetland on rivers on floodplains mainly in the Darling Riverine Plains Bioregion	<i>Eucalyptus camaldulensis</i> subsp. <i>camaldulensis</i> / <i>Acacia stenophylla</i> , <i>Acacia salicina</i> , <i>Muehlenbeckia florulenta</i> / <i>Paspalidium jubiflorum</i> , <i>Eleocharis plana</i> , <i>Rumex brownii</i> , <i>Einadia nutans</i> subsp. <i>nutans</i>	Select
41	River Red Gum open woodland wetland of intermittent watercourses mainly of the arid climate zone	<i>Eucalyptus camaldulensis</i> , <i>Eucalyptus coolabah</i> subsp. <i>coolabah</i> , <i>Eucalyptus coolabah</i> subsp. <i>arida</i> , <i>Eucalyptus largiflorens</i> / <i>Acacia salicina</i> , <i>Myoporum montanum</i> , <i>Rhagodia spinescens</i> , <i>Acacia stenophylla</i> / <i>Enchylaena tomentosa</i> , <i>Tetragonia eremaea</i> , <i>Enneapogon avenaceus</i> , <i>Dactyloctenium radulans</i>	Select
42	River Red Gum / River Oak riparian woodland wetland in the Hunter Valley	<i>Eucalyptus camaldulensis</i> / <i>Austrostipa verticillata</i> / <i>Austrodanthonia</i> spp. , <i>Cynodon dactylon</i> , <i>Einadia trigonos</i> , <i>Enchylaena tomentosa</i>	Select

1 2 3 4 5 6 7 8 9 10 ...

Your search returned 215 record(s).

**Figure 9 Search results screenshot**

If you want to create a search using more than one term, either type in the full or partial terms in the free text fields, and select the relevant entries via the dropdown fields. When you have completed entering your terms, hit ‘Enter’ on your keyboard, or the ‘Search’ button at the bottom of the screen and the system will display the results in the area below the search fields at the bottom of the page as shown previously.

You can modify the terms to refine your search at any time. To clear all the terms in the fields and the list of matched results, click the ‘Clear’ button at the bottom of the page.

When you are using multiple fields to create your search, you can specify how you want the terms to interact. This means setting a condition where ALL terms must be met, or where ANY of the terms are met. These two types of interactions are chosen via the dropdown fields to the right of the relevant field.

As an example, selecting Alpine Herbfields from the Vegetation Class (Keith 2004) field, then selecting Broken Hill Complex from the IBRA Bioregion field and leaving the interaction term as the default ‘or’ – as shown in Figure 10 – will retrieve a list of all PCTs that are either in the Broken Hill Complex IBRA Bioregion or are defined as within the Alpine Herbfields Vegetation Class.

**State-wide Search Fields:**

Plant Community Type ID :

VCA ID :  or

Type (part) scientific name or click button to search for name

PCT Scientific Name :  OR  or

PCT Common Name :  or

Authority : --choose--

Vegetation Formation (Keith, 2004) : --choose--

**Vegetation Class (Keith, 2004) : 114 Alpine Herbfields** or

PCT Definition Status : --choose--

**IBRA Bioregion : BHC Broken Hill Complex** or

IBRA Subregion : --choose--

**Additional Fields : (NB: may retrieve only partial results if included)**

Local Government Authority (LGA) : --choose--

TEC Act : --choose--

TEC Name :   or

**Search results**

Plant community ID	common name (community)	scientific name (taxon)	
24	Canegrass swamp tall grassland wetland of drainage depressions, lakes and pans of the inland plains	Eragrostis australasica , Muehlenbeckia florulenta , Sclerostegia tenuis / Chloris truncata , Disphyma crassifolium subsp. clavellatum , Eragrostis setifolia , Marsilea drummondii /	<input type="button" value="View"/>
38	Black Box low woodland wetland lining ephemeral watercourses or fringing lakes and clay pans of semi-arid (hot) and arid zones	Eucalyptus largiflorens / Myoporum montanum , Muehlenbeckia florulenta / Enchylaena tomentosa , Atriplex holocarpa , Sporobolus mitchellii , Tetragonia eremaea	<input type="button" value="View"/>
41	River Red Gum open woodland wetland of intermittent watercourses mainly of the arid climate zone	Eucalyptus coolabah subsp. arida , Eucalyptus coolabah / Myoporum montanum , Rhagodia spinescens , Acacia salicina / Tetragonia eremaea , Enneapogon avenaceus , Eragrostis dielsii , Enchylaena tomentosa	<input type="button" value="View"/>
59	Belah/Black Oak - Western Rosewood - Leopardwood low open woodland on sandplain and sandy flats in semi arid (hot) and arid climate zones	Casuarina cristata , Casuarina pauper , Alectryon oleifolius subsp. canescens , Flindersia maculosa / Apophyllum anomalum , Dodonaea viscosa subsp. angustissima , Eremophila mitchellii , Eremophila sturtii / Sida cunninghamii , Eragrostis eriopoda , Austrostipa nitida , Atriplex stipitata	<input type="button" value="View"/>

Called 'Select' in the EDIT application



**Figure 10 Using 'or' when entering search fields**

However, altering the interaction term for the second criteria (i.e. the Vegetation Class) to 'and' (see Figure 11) – will alter the search so that the system will retrieve PCTs that are both in the Broken Hill Complex IBRA Bioregion AND in the Alpine Herbfields Vegetation Class.

In this instance, no results will be retrieved, as (unsurprisingly) there are no Alpine Herbfields in the Broken Hill Complex IBRA Bioregion. The fact that no matches were found will be indicated at the bottom of the (now empty) Search results section.

State-wide Search Fields:

Plant Community Type ID :

VCA ID :  or

Type (part) scientific name or click button to search for name

PCT Scientific Name :  OR  or

PCT Common Name :  or

Authority : --choose-- or

Vegetation Formation (Keith, 2004) : --choose-- or

Vegetation Class (Keith, 2004) : 114 Alpine Herbfields and

PCT Definition Status : --choose-- or

IBRA Bioregion : BHC Broken Hill Complex or

IBRA Subregion : --choose-- or

Additional Fields : (NB: may retrieve only partial results if included)

Local Government Authority (LGA) : --choose-- or

TEC Act : --choose-- or

TEC Name :   or

**Search results**

No communities meet your search criteria

Figure 11 Using 'and' when entering search fields

## 2.2 Displaying and viewing PCT data

When you want to view the data for the (or one of the) PCTs listed in the Search results, click the 'View' button to the right of the relevant PCT name (see Figure 12).

**Additional Fields : (NB: may retrieve only partial results if included)**

Local Government Authority (LGA) : --choose-- or ▼  
 TEC Act : --choose-- or ▼  
 TEC Name :   or ▼

Called 'Select' in the EDIT application

**Search results**

Plant community ID	common name (community)	scientific name (taxon)	
24	Canegrass swamp tall grassland wetland of drainage depressions, lakes and pans of the inland plains	Eragrostis australasica , Muehlenbeckia florulenta , Sclerostegia tenuis / Chloris truncata , Disphyma crassifolium subsp. clavellatum , Eragrostis setifolia , Marsilea drummondii /	<input type="button" value="View"/>
38	Black Box low woodland wetland lining ephemeral watercourses or fringing lakes and clay pans of semi-arid (hot) and arid zones	Eucalyptus largiflorens / Myoporum montanum , Muehlenbeckia florulenta / Enchylaena tomentosa , Atriplex holocarpa , Sporobolus mitchellii , Tetragonia eremaea	<input type="button" value="View"/>
41	River Red Gum open woodland wetland of intermittent watercourses mainly of the arid climate zone	Eucalyptus coolabah subsp. arida , Eucalyptus coolabah / Myoporum montanum , Rhagodia spinescens , Acacia salicina / Tetragonia eremaea , Enneapogon avenaceus , Eragrostis dielsii , Enchylaena tomentosa	<input type="button" value="View"/>
59	Belah/Black Oak - Western Rosewood - Leopardwood low open woodland on sandplain and sandy flats in semi arid (hot) and arid climate zones	Casuarina cristata , Casuarina pauper , Alectryon oleifolius subsp. canescens , Flindersia maculosa / Apophyllum anomalum , Dodonaea viscosa subsp. angustissima , Eremophila mitchellii , Eremophila sturtii / Sida cunninghamii , Eragrostis eriopoda , Austrostipa nitida , Atriplex stipitata	<input type="button" value="View"/>

Figure 12 Viewing PCT data

This will retrieve for display all of the data held for that PCT. There are more than 200 fields to be retrieved and displayed so it may take some time for the system to finish the retrieval. When the data are retrieved, the BioNet Vegetation Classification tabbed display will appear with the data for that PCT in the relevant fields.

The data are organised into eight broad topic areas as indicated by the titled tabs – by default the screen will appear with the ‘Vegetation community details’ tab active/open. For each tab, data are further organised in sections within that tab, as indicated by the blue bars with white text that describes that section – by default, the Community Name and Classification level section opens first (see Figure 13).

**Plant community**

[View plant community](#)

Use this page to view a vegetation community.

PCTID : 614    VCAID : 614    **Common name (community) :** Giant Stinging Tree - fig - Socketwood - Red Cedar dry sub-tropical rainforest of the Liverpool Range, Brigalow Belt South Bioregion

**Classification Type :** Qualitative  
**PCT Definition Status :** Approved    **PCT Benchmark Calculation level :** Class/IBRA    **Status :** 0 out of 2 IBRA regions Approved  
**PCT % Cleared Status :** Draft    **PCT Threatened Ecological Communities Association Status :** 21/03/2017    **Tool Ready :** No  
**Classification confidence level :** 2 High    **Authority :** VCA 1.1 - archive

Vegetation community details	Scientific description	Distribution information	Extent	Threatened Biodiversity, TECs & Benchmarks	Spatial information	Image management	Status and lineage
------------------------------	------------------------	--------------------------	--------	--	---------------------	------------------	--------------------

**Community Name and Classification Level**

Figure 13 PCT tabbed display showing the ‘Community Name and Classification Level’ section

The section header bars operate as accordions (i.e. click to open one while automatically closing the currently open one). So clicking on the ‘Vegetation Formation & Class’ section heading will open the ‘Vegetation Formation & Class’ section while automatically closing the ‘Community Name and Classification Level’ section (see Figure 14).

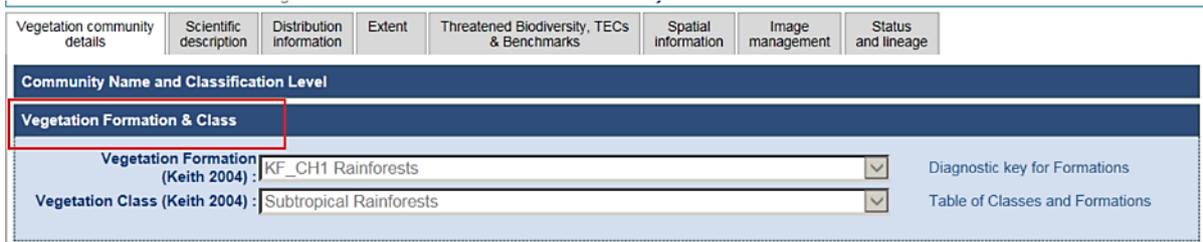


Figure 14 Tabs under the 'Vegetation community details' dropdown menu item

To navigate through the information, click on one of the eight major tabs to open a major data group area, then use the section headings to open and close the relevant information.

In a number of places, links provide further information on various aspects of the data displayed (in the EDIT application, these links assist with data entry). For example (see Figure 15), in the 'Community Structure' section within the 'Scientific description' tab, the three text links open three different pdf documents providing details on the community structure information provided.

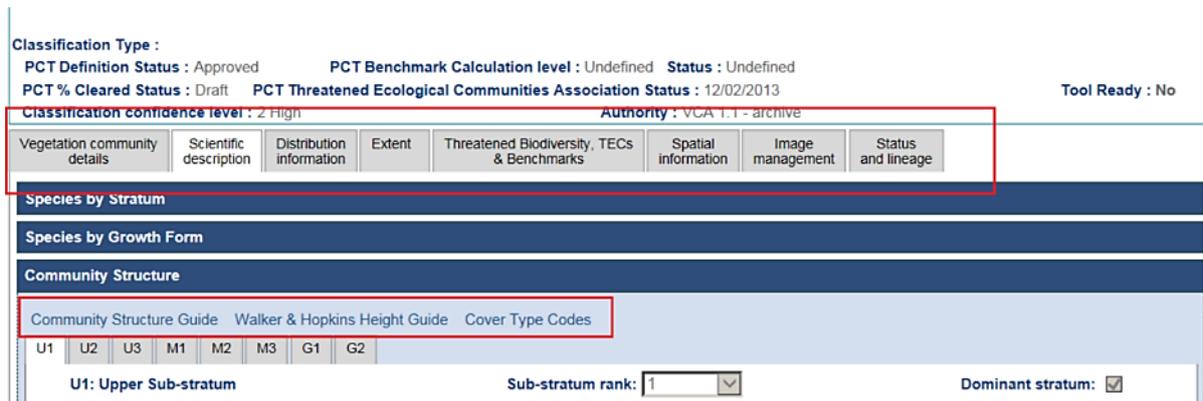


Figure 15 'Community Structure' section within the 'Scientific description' tab

A 'Print PCT' button has been included in the header section, to print key PCT information. It prints the same information available in the community profile report as a pdf document (see Figure 16).



Figure 16 The 'Print PCT' button

### 3 Plant Community Identification

The Plant Community Identification tool allows you to build a set of search criteria and then display the results that match your criteria. You can also modify the criteria and view summary information on selected communities (see Sections 3.1 to 3.4). You can export your matched results as .csv or .doc files (see Section 3.5), or click on links to open individual PCTs in separate windows.

Click on 'Plant Community Identification' in the dropdown menu under the 'PCT Data' top navigation bar.

This will open the main Plant Community Identification page (see Figure 17).

All searches will be added to the 'Selected search criteria' box (shown to the right of the search criteria, as in Figure 17). Note, all searches use the 'or' option (i.e. results may meet as few as one search criterion).

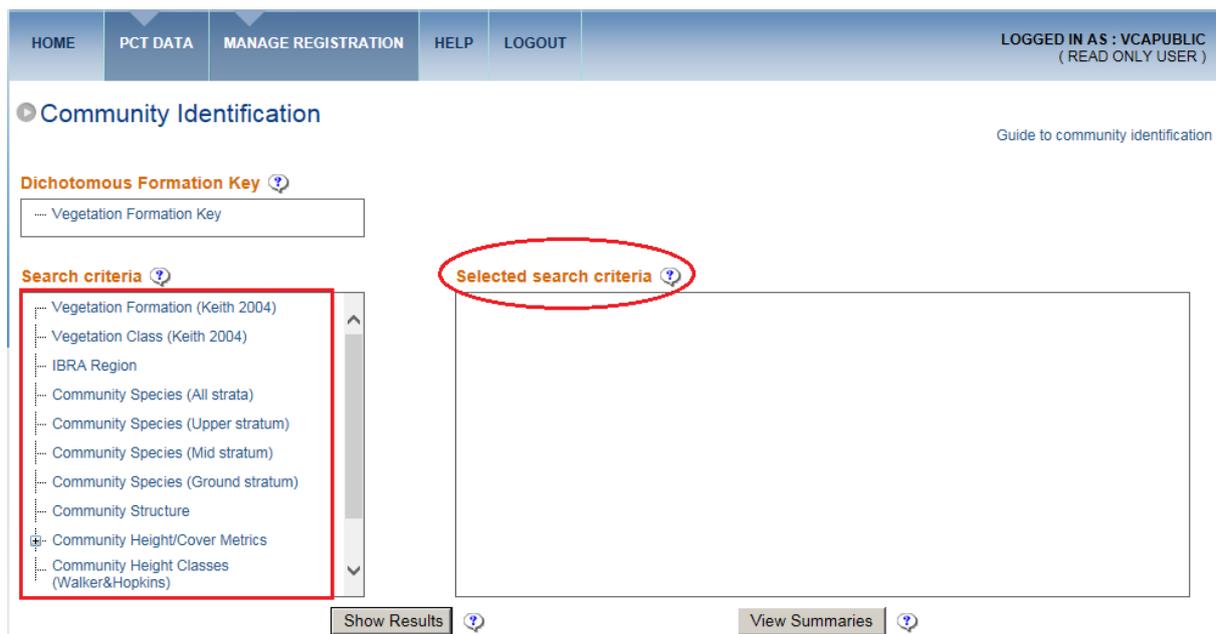


Figure 17 Main 'Plant Communication Identification' tool page

Note that background information is available for the various sections via the '?' icons; just click the relevant icon to get a pop-up screen for that section (see Figure 18).

Click anywhere (other than another '?' icon) to make the pop-up go away.

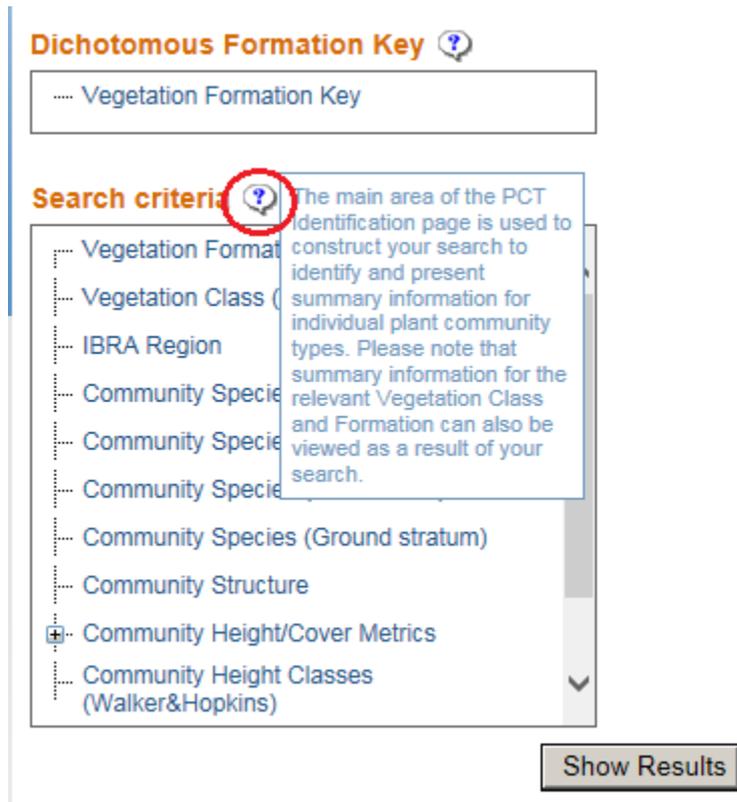


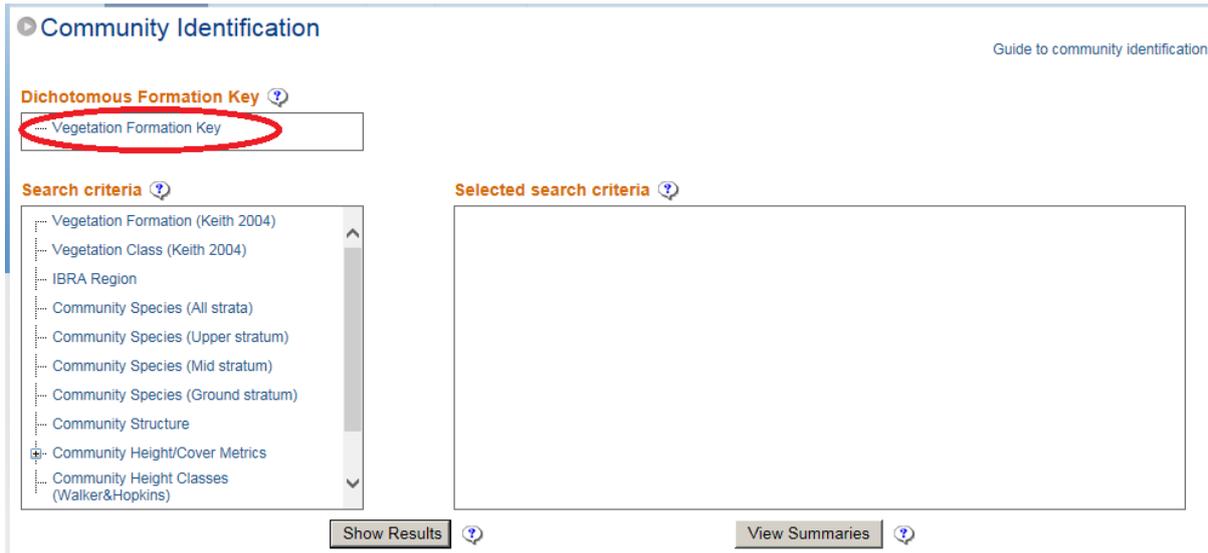
Figure 18 Background information '?' icon

### 3.1 Dichotomous Formation Key

The Dichotomous Formation Key is an optional way to select vegetation formations and classes (Keith, 2004). Both formation and class may also be selected directly via the search criteria (see Section 3.2.1, Vegetation Formation and Class). The Dichotomous Formation Key provides a way to determine the Formation and/or Class using diagnostic information.

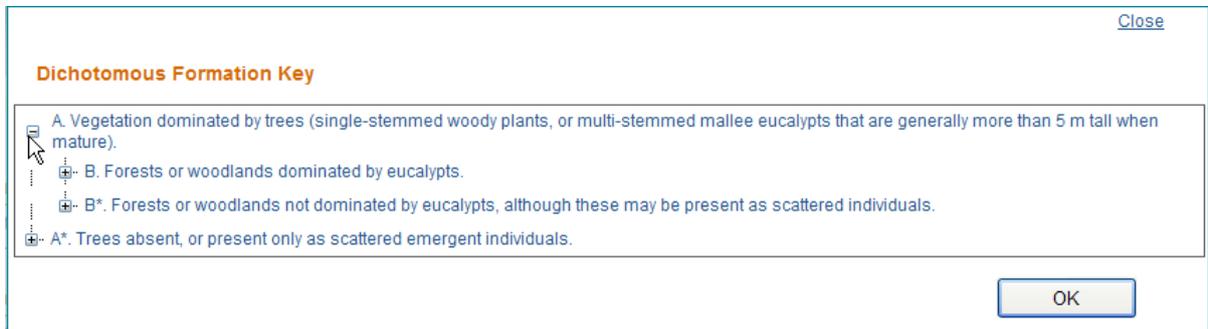
The key is a series of questions arranged in couplets, each with two alternative answers (e.g. 'A' and 'A\*'). To use the key, read both alternative answers, choose the answer that most accurately defines the vegetation formation then go to the next couple of questions and continue clicking on the most accurate answer until you reach a formation name (italics). Note that for some formations there is more than one possible path to arrive at the formation (after Keith, 2004).

1. To open the Dichotomous Formation Key, click on 'Vegetation Formation Key' (see Figure 19).



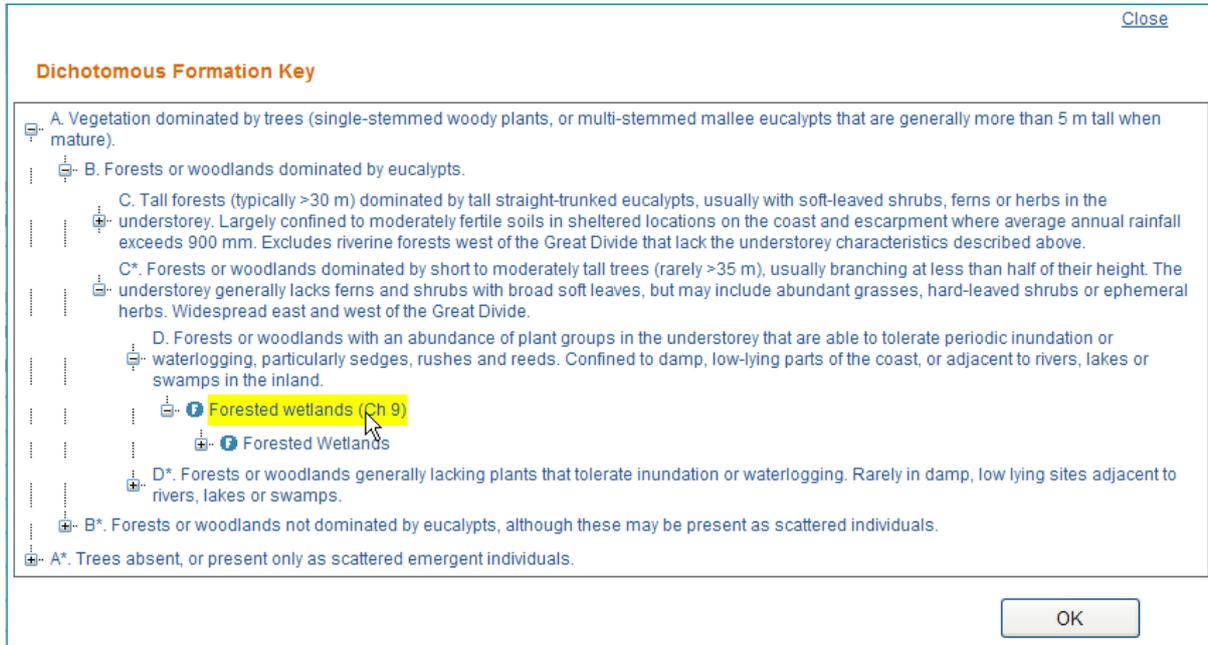
**Figure 19 Vegetation Formation Key**

2. This will open the first level of the key. To open the next levels in the key, click on the '+' sign to the left of the relevant option (see Figure 20).



**Figure 20 Different levels of the Vegetation Formation Key**

3. To close a level, click on the '-' sign next to the relevant level. You can open each level independent of other levels (i.e. unless you close a level, it will remain open).
4. Keep choosing the appropriate path until you reach the Formation description; this will be marked by a capital 'F' icon. Click once to highlight the desired Formation (it might take a second or two for the selection to be highlighted) (see Figure 21).



**Figure 21 Highlighted selection of the Dichotomous Formation Key**

5. You can also select a Vegetation Class by opening the Formation list (click once on the '+' sign) which will open the Vegetation Classes for that Formation; the Classes are denoted by the capital 'C' icon. Click once to select the desired Vegetation Class and then click 'OK' (see Figure 22).

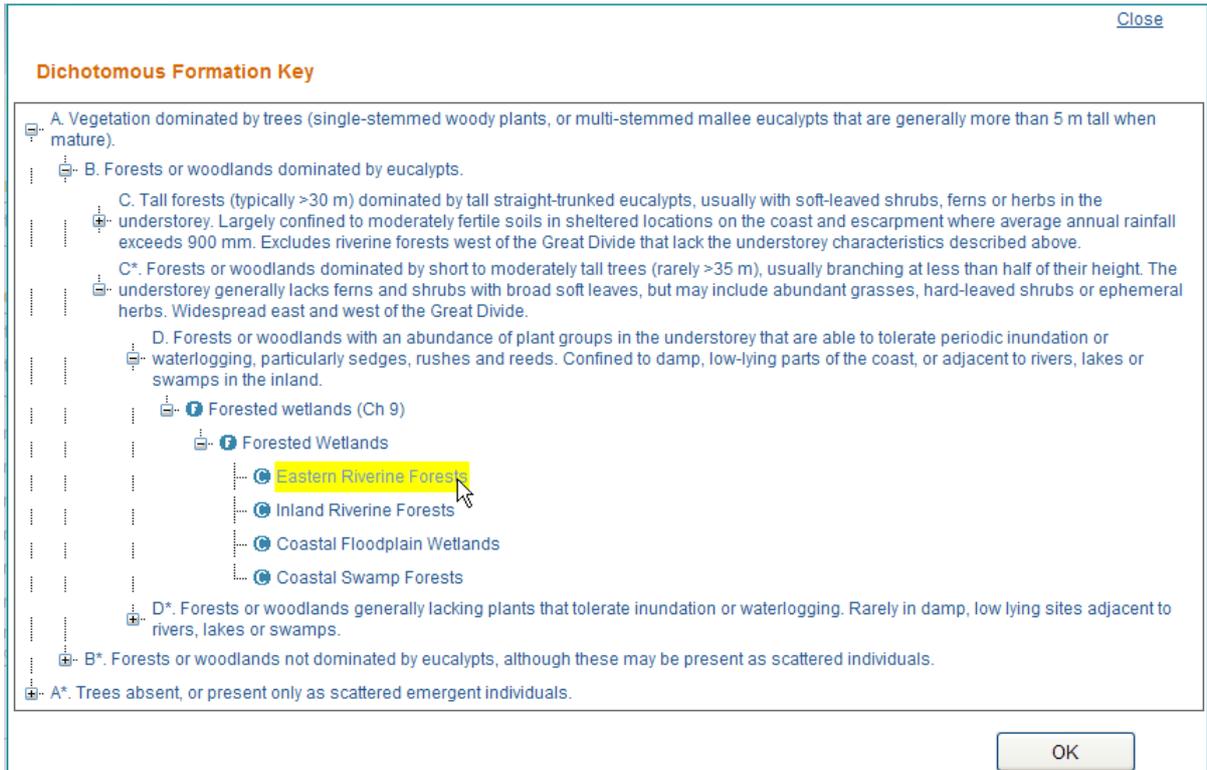


Figure 22 Vegetation Class of the Dichotomous Formation Key

- The selected Vegetation Formation (or Class) will be added to the ‘Selected search criteria’ box. To change or remove the selected criteria, click the ‘Edit Criteria’ or ‘Delete criteria’ links on the right of the relevant criterion.

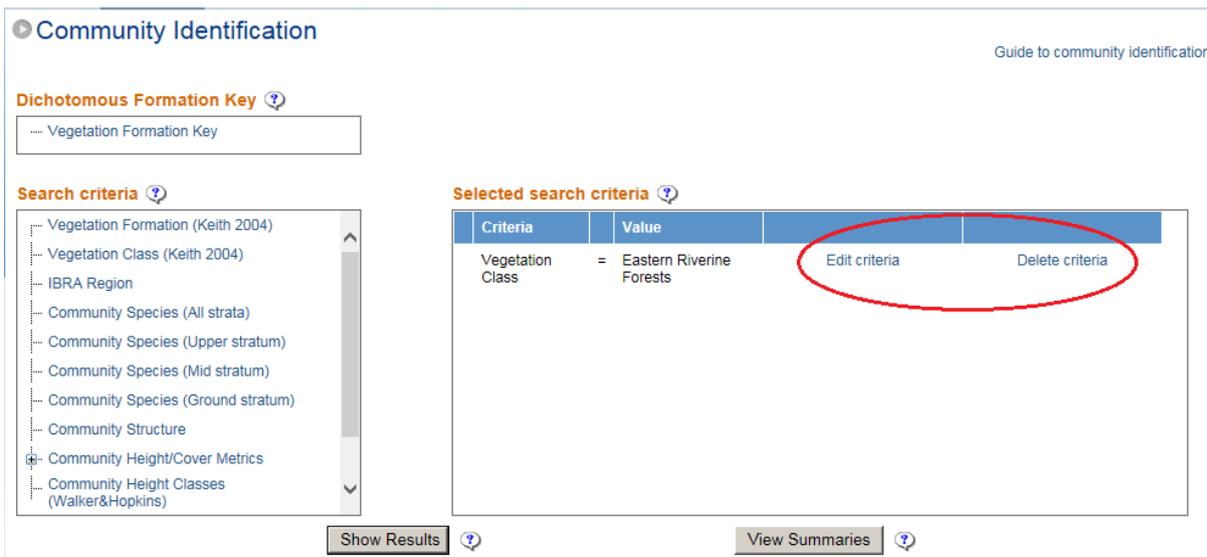


Figure 23 Options to edit or delete criteria once in the ‘Selected search criteria’ box

## 3.2 Plant Community Identification tool search criteria

The main area of the PCT ID tool page is used to construct your search to identify and present summary information for individual PCTs. Summary information for the relevant Vegetation Class and Formation can also be viewed as a result of your search.

### 3.2.1 IBRA Regions

To select an Interim Biogeographic Regionalisation for Australia (IBRA Region) (see Figure 24):

1. Click 'IBRA Region' to bring up the list.
2. Click once to highlight the relevant IBRA Region.
3. Click 'OK' to enter the selected IBRA Region into the Search Criteria.

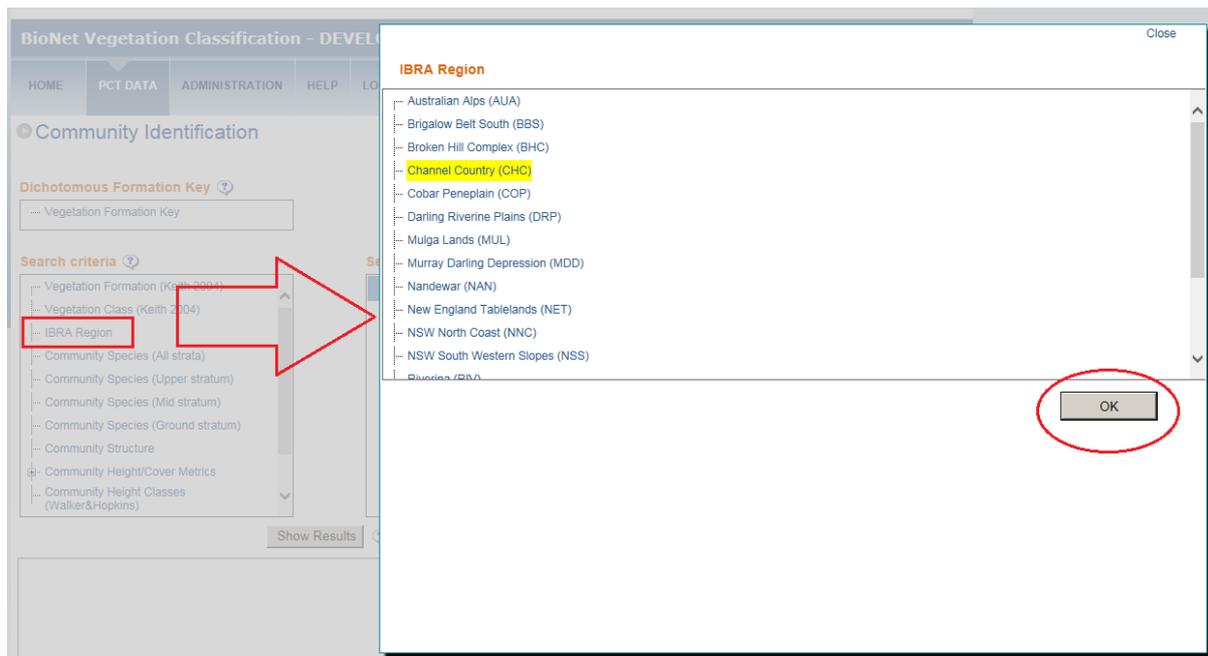


Figure 24 Selecting an IBRA Region

### 3.2.2 Vegetation Formation and Class

In addition to using the Dichotomous Formation Key, Vegetation Formation and Class can also be selected:

1. Click the 'Vegetation Formation (Keith 2004)' menu option (see Figure 25). The list of Formations will appear (see Figure 26).

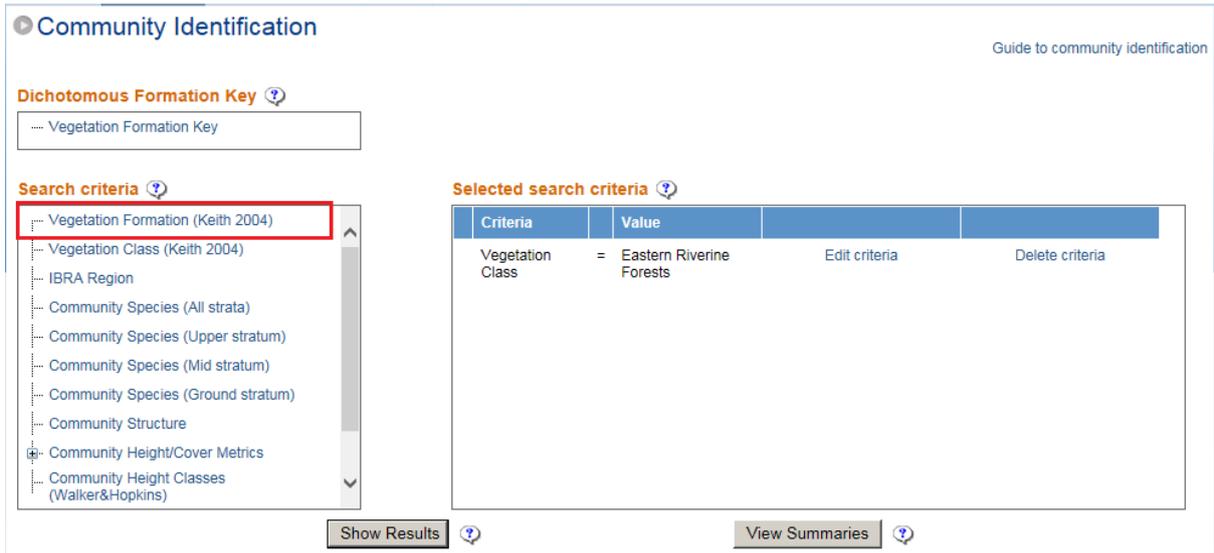


Figure 25 Vegetation Formation (Keith 2004) menu

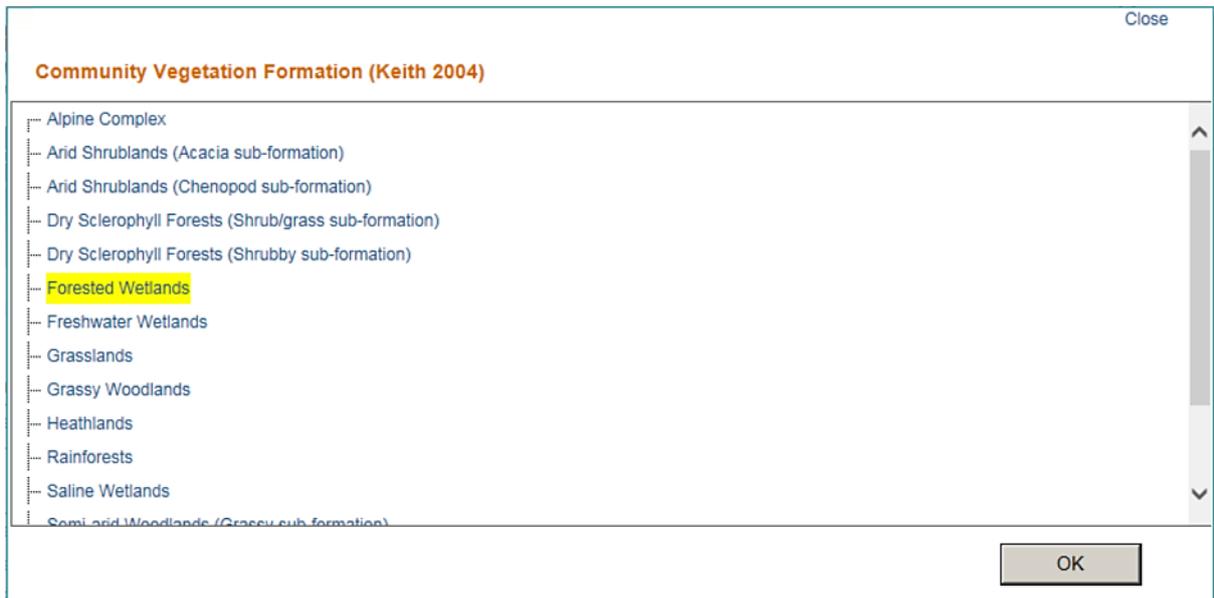


Figure 26 List of formations under the Vegetation Formation (Keith 2004) menu

2. Click once to highlight the relevant Formation, then click OK to add it to the criteria (if you select the same Formation again, it will be added twice).
3. To select a Vegetation Class, click the Vegetation Class (Keith 2004) menu option. The Vegetation Classes will be grouped within their relevant Formations (see Figure 27).

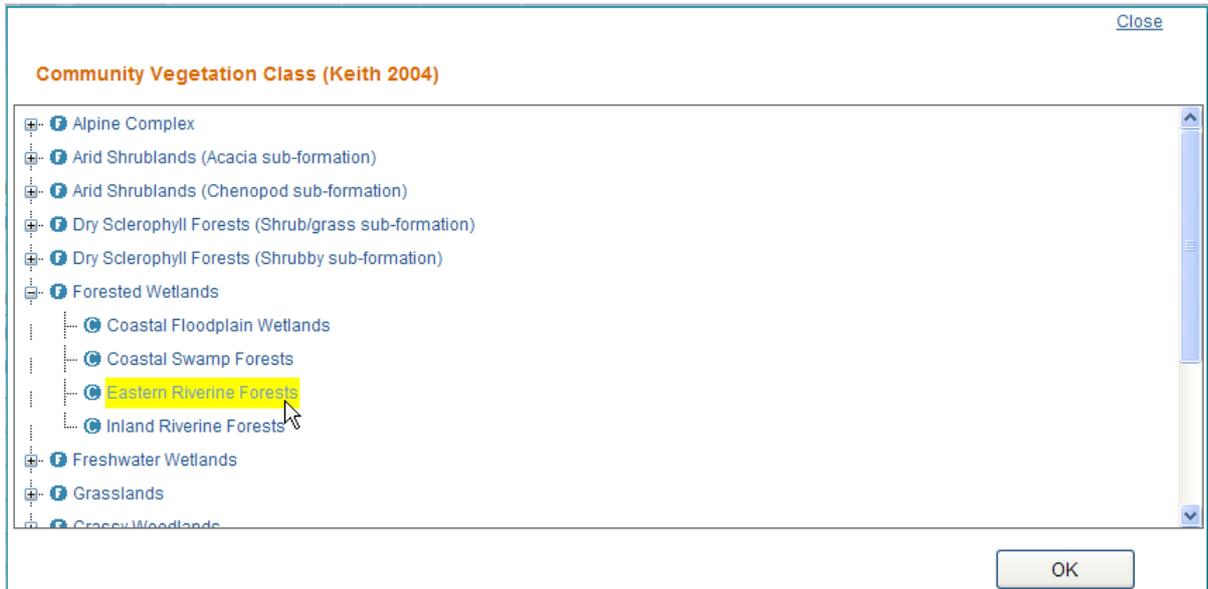


Figure 27 Vegetation Formation and Vegetation Class search criteria

4. Click on the '+' sign next to the appropriate Formation to open the list of relevant Classes.
5. Click once to highlight the relevant Vegetation Class (see Figure 28).
6. Click 'OK'. The selected information will be entered into the 'Selected search criteria' box on the top right.
7. You can also click 'Close link' if you change your mind and decide not to select a Class.

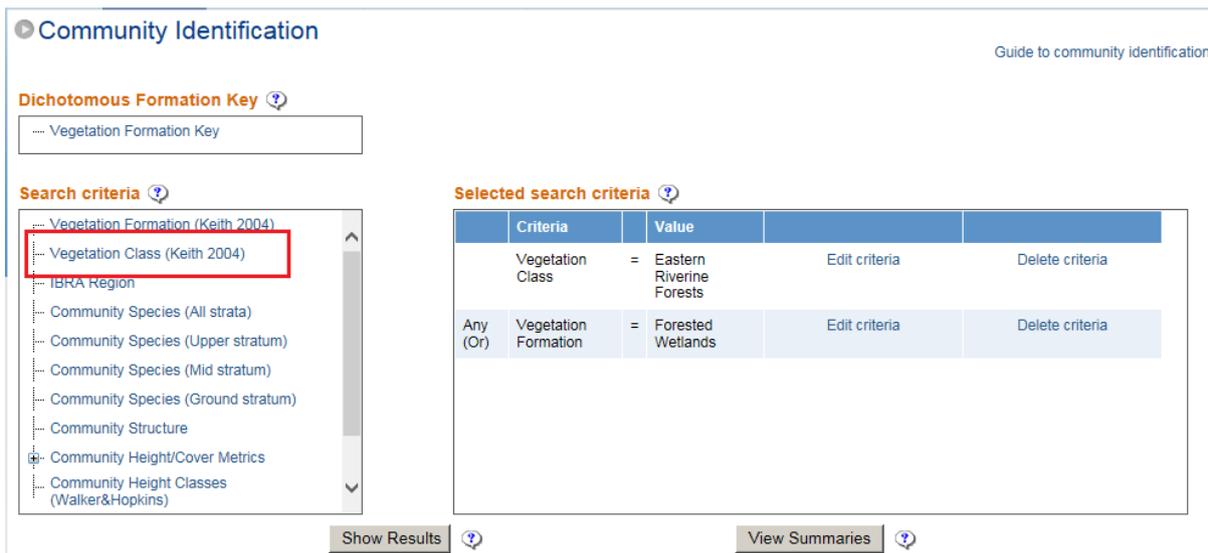


Figure 28 Selecting Vegetation Classes under Vegetation Formations (Keith 2004)

8. To change or remove the selected criteria, click the 'Edit criteria' or 'Delete criteria' links on the right of the relevant criterion (see Figure 27).

### 3.2.3 Community species: all strata; or upper, middle or ground stratum

You can select PCTs by the scientific or common names of species recorded in the community. The method to select Community Species is the same for the All strata, Upper, Middle and Ground Strata. Using the All strata option searches for a species – that is, listed

in any of the species lists (i.e. Upper, Middle or Ground). If you want to select a species from within only one stratum, then use the relevant option (see Figure 29).

**Community Identification** Guide to community identification

**Dichotomous Formation Key** ?

--- Vegetation Formation Key

**Search criteria** ?

- Vegetation Formation (Keith 2004)
- Vegetation Class (Keith 2004)
- IBRA Region
- Community Species (All strata)**
- Community Species (Upper stratum)
- Community Species (Mid stratum)
- Community Species (Ground stratum)
- Community Structure
- Community Height/Cover Metrics
- Community Height Classes (Walker&Hopkins)

**Selected search criteria** ?

	Criteria	Value	Edit criteria	Delete criteria
	Vegetation Class	= Eastern Riverine Forests	Edit criteria	Delete criteria
Any (Or)	IBRA Bioregion	= Channel Country (CHC)	Edit criteria	Delete criteria

Show Results ?
View Summaries ?

**Figure 29 Selecting species from Community Stratum**

Only the Upper Stratum is detailed here, as an example. For selection of species:

1. Click the Community Species (Upper Stratum) menu option. This will open the species selection screen (see Figure 30).
2. To search for a species, you can use only the scientific name, or include the common name in the search – check or uncheck the ‘Add common name to search’ button as required. The field will autosearch based on any three or more letters entered into the ‘Type in a species name’ field once there is a pause of two seconds in typing, and will retrieve matches for species names commencing with these letters. So typing ‘euc’ will retrieve all species with Genus name beginning with ‘euc’ (see Figure 30). To use the species suffix to search on rather than select from a list based on genus, you can either type the full genus name and at least three letters of the species name, or type three (or more letters) of the genus name, then ‘+’ and three or more letters of the species name (e.g. ‘euc+cam’). The ‘+’ option must be closed up text (i.e. ‘euc + cam’ with spaces will not retrieve search results) (see Figure 31).

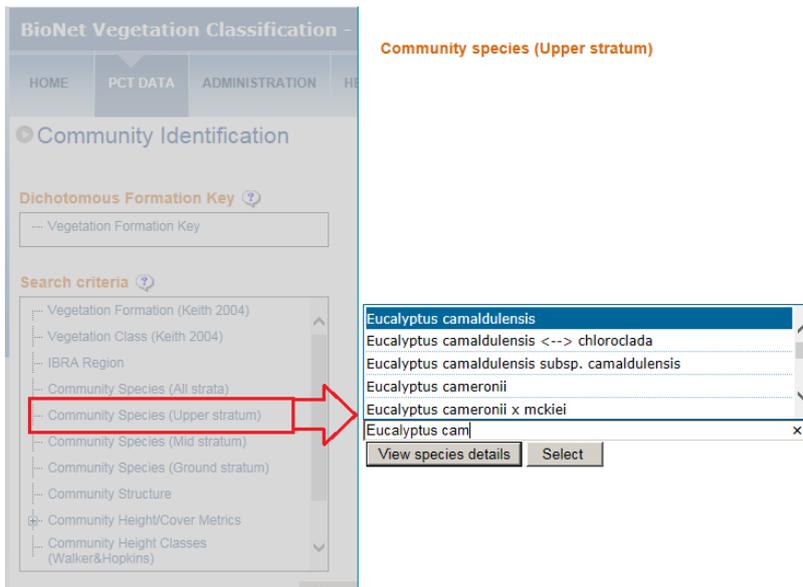


Figure 30 Searching for community species using the full scientific name

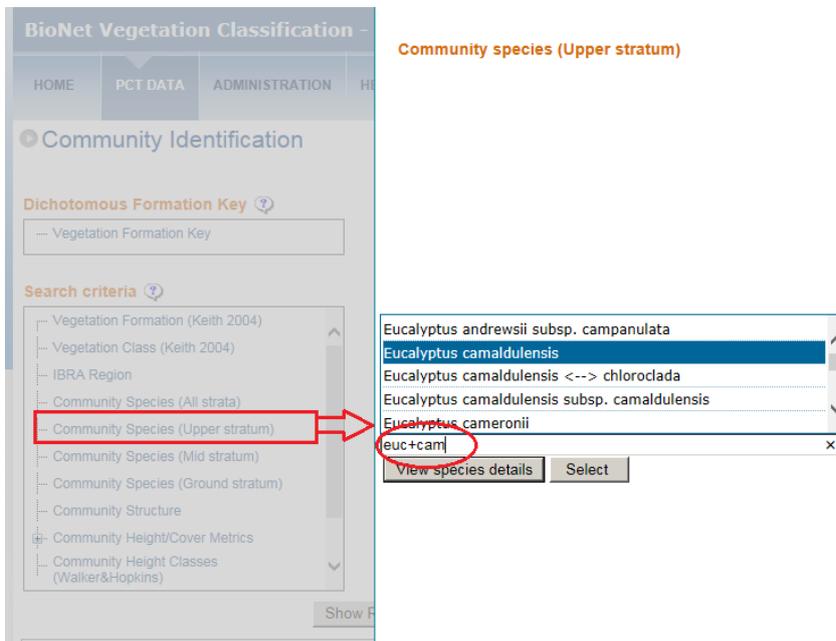


Figure 31 Searching for community species using '+'

3. When the relevant species name appears, click once to select the name.
4. Click 'OK' to make it a search criterion. The selected name will appear in the 'Selected search criteria' box at the top right.
5. If you want to view details on the species once it is entered into the species name field, click the 'View Species details' button. This will link directly to the PlantNet database (Royal Botanic Gardens and Domain Trust) in a separate browser window and retrieve the information on the species.
6. When you have finished, close the window to return to the species selection page.

### 3.2.4 Community Structure

To search by Community Structure (e.g. 'Woodland', 'Open Woodland') (see Figure 32):

1. Click the 'Community Structure' option from the criteria list. This will open the list of available Community Structure terms. Each of these terms contains the list of relevant community structures as defined in Walker and Hopkins (1990) for that growth form group (N.B. Woodland contains 'forest' as well as 'woodland' types).
2. Click on the '+' sign next to the relevant group to open the community structure terms within that group.
3. Click once to highlight the relevant term.
4. Click 'OK' to add the term to the search criteria. The selected term will appear in the 'Selected search criteria' box at the top right.

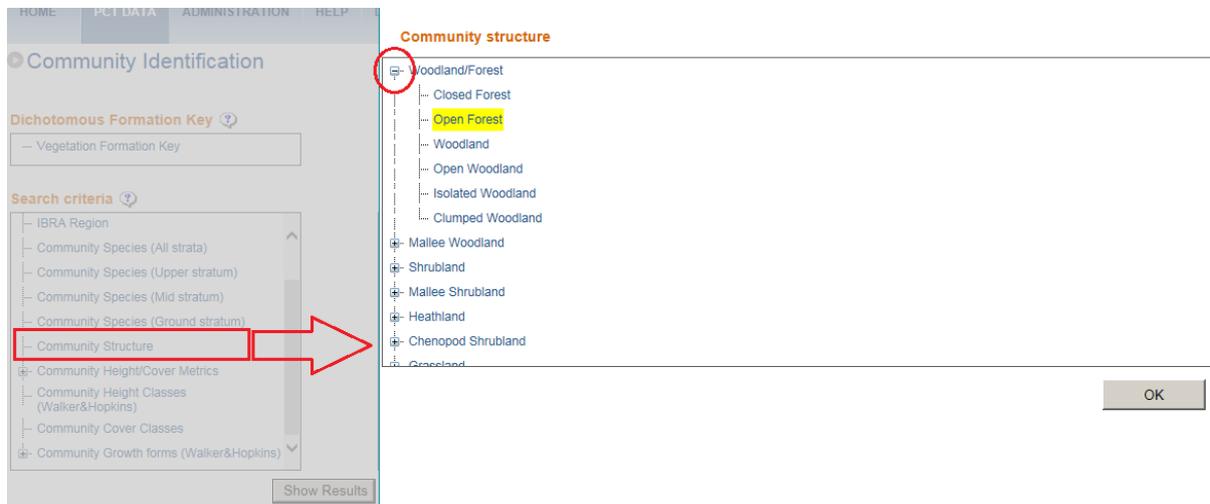


Figure 32 Searching by Community Structure

### 3.2.5 Community Height (Mean)/ Cover (Mean) Metrics

You can search for PCTs by specifying actual measures of structure in terms of height and cover for the community (see Figure 33):

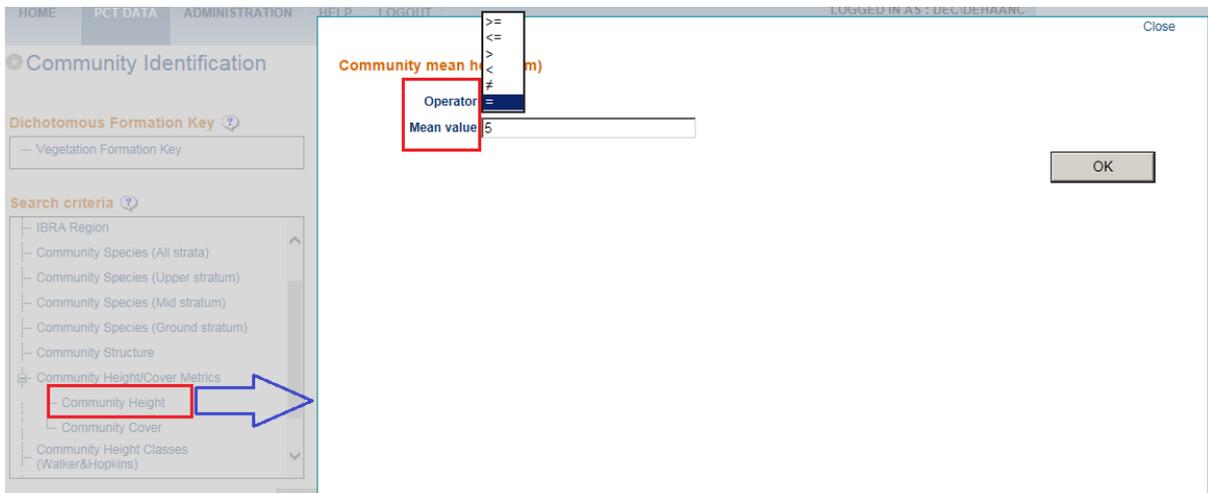
1. Click on the '+' sign next to the 'Community Height/Cover Metrics' option in the Search Criteria list to open the two available paths.
2. Click on 'Community Height' to open the relevant dialogue box.
3. Select the appropriate operator for the mean height you are interested in. Note it is only possible to search on one end of a range as searching on both will select all. If a range is wanted, then use 'Community Height Classes', which are separated into growth forms.

**Selected search criteria** 

	Criteria		Value		
	Height Mean	>	1	Edit criteria	Delete criteria
Any (Or)	Height Mean	<	3	Edit criteria	Delete criteria

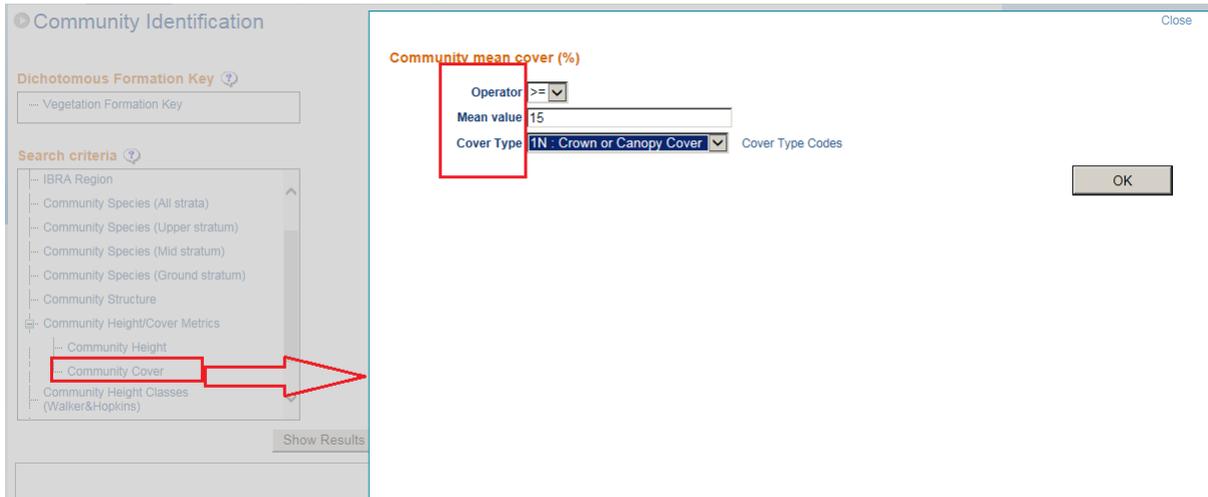
**Figure 33 Searching for PCTs using specific metrics**

4. Enter the actual figure (integer) to represent the mean height in metres.
5. Click 'OK' as shown below (Figure 34 defines mean height equal to 5 metres). The selected term will appear in the 'Selected search criteria' box at the top right.



**Figure 34 Searching for PCTs with a height equal to 5 metres**

6. Click on 'Community Cover' to open the relevant dialogue box. Select the appropriate operator for the mean cover value you are interested in. The operators are the same as those for 'Community Height'.
7. Note it is only possible to search on one end of a range as searching on both will select all. If a range is wanted, then use 'Community Cover Classes'. Enter the actual figure (integer) to represent the cover percentage (Figure 35 defines mean cover based on Crown or Canopy Cover type equal to or greater than 15%).
8. Select the Cover Type you want to use, and then click 'OK'. The selected term will appear in the 'Selected search criteria' box.



**Figure 35 Searching for PCTs with mean Crown or Canopy Cover greater than or equal to 15%**

Further information on cover types is provided in Walker and Hopkins (1990), specifically pp 66–77.

### 3.2.6 Community Height Classes

To search by Community Height Classes (see Figure 36):

1. Click on 'Community Height Classes' in the Search Criteria list to bring up the list of Height Classes. Each of these terms contains the list of relevant community height classes as defined in Walker and Hopkins (1990) for that growth form group.
2. Click on the '+' sign next to the relevant group to open the community height classes within that group.
3. Click once to highlight the relevant term.
4. Click 'OK' to add the term to the search criteria. The selected term will appear in the 'Selected search criteria' box at the top right.

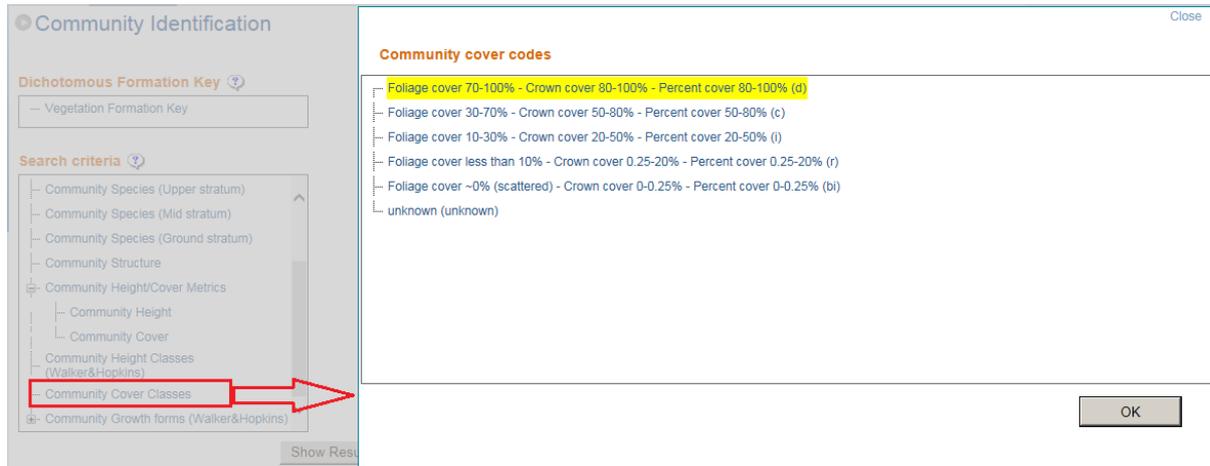


**Figure 36 Searching by Community Height classes**

### 3.2.7 Community Cover Classes

To search by Community Cover Class (see Figure 37):

1. Click on 'Community Cover Classes' in the Search Criteria list to bring up the list of Cover Classes.
2. Click on the relevant Cover Class.
3. Click 'OK' to add the term to the search criteria. The selected term will appear in the 'Selected search criteria' box.

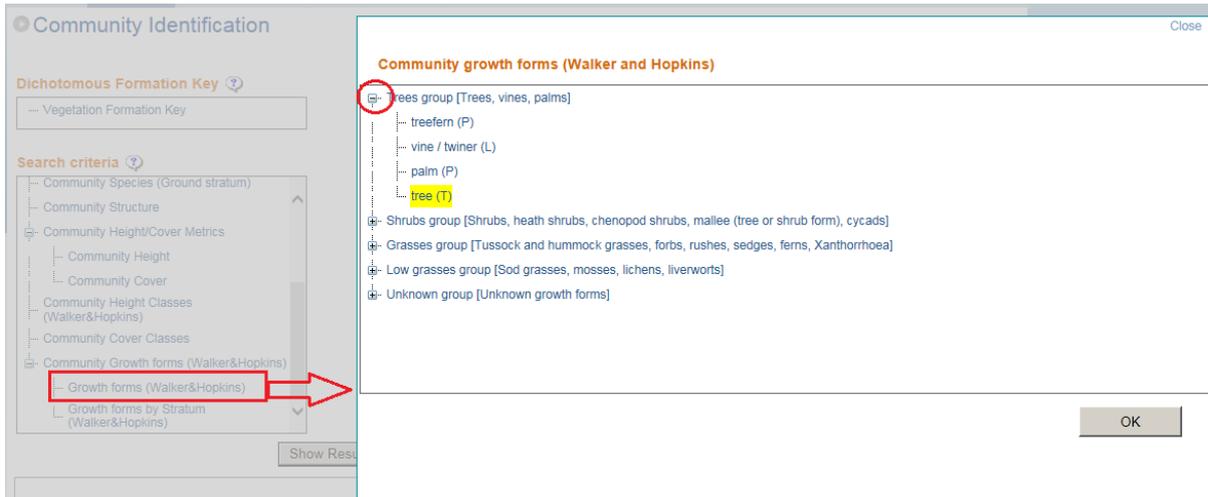


**Figure 37 Searching by Community Cover Class**

### 3.2.8 Community Growth Forms

You can search for PCTs by specifying the growth forms within the community overall (see Figure 38):

1. Click on the '+' sign next to the 'Community Growth Forms (Walker and Hopkins)' option in the Search criteria list to open the two available paths as shown below (N.B. you may need to scroll down the list to view these).
2. Click on 'Growth Forms (Walker and Hopkins)' to bring up the list of growth forms.
3. Open the subsections of growth forms by clicking the '+' sign next to the appropriate term, then click once to highlight the desired growth form.
4. Click 'OK' to add the growth form to the search criteria. The selected term will appear in the 'Selected search criteria' box.



**Figure 38 Searching by Community Growth Forms overall**

You can search for PCTs by specifying the growth forms within specific strata (see Figure 39):

1. Click on 'Growth Forms by Stratum (Walker & Hopkins)'. The Stratum selection screen will appear.
2. Open the sublists by clicking the '+' sign until you reach the list of available growth forms (black font).
3. Click once on the relevant growth form.
4. Click 'OK'. The selected term will appear in the 'Selected search criteria' box at the top right.



**Figure 39 Searching by Community Growth Forms within specific strata**

### 3.3 Plant Community Identification – showing results

While you are building your search criteria, you can display the PCTs currently matching your selected criteria. To do this:

1. Click the 'Show Results' button and the results will be displayed in the results section at the bottom of the page. The results area presents the matching list within a hierarchy of Vegetation Formation, Vegetation Class and PCT, as denoted by the column names.

- To group the results alphabetically by one of these, drag the column name into the area above marked 'Drag a column header and drop it here to group by that column' (Figure 40).

The screenshot shows the search interface with search criteria on the left and search results on the right. The search criteria include 'Community Species (Ground stratum)', 'Community Structure', 'Community Height/Cover Metrics', 'Community Height', 'Community Cover', 'Community Height Classes (Walker&Hopkins)', 'Community Cover Classes', 'Community Growth forms (Walker&Hopkins)', 'Growth forms (Walker&Hopkins)', and 'Growth forms by Stratum (Walker&Hopkins)'. The search results table is grouped by 'Formation'.

Criteria	Contains	Value	Edit criteria	Delete criteria
Upper Stratum Species	Contains	blue gum	Edit criteria	Delete criteria
Any (Or) Upper Stratum Species	Contains	Eucalyptus camaldulensis	Edit criteria	Delete criteria
Any (Or) PCT Community Structure	=	Open Forest	Edit criteria	Delete criteria

729 records found.

Drag a column header and drop it here to group by: Formation

Select to View	PCT_ID	Formation	Class	Vegetation_Type	No_of_matches	Species Upper	SpeciesUpper1	Structure
<input type="checkbox"/>	2	Forested Wetlan	Inland Riverine F	River Red Gum-s	2	0	1	1
<input type="checkbox"/>	5	Forested Wetlan	Inland Riverine F	River Red Gum h	2	0	1	1
<input type="checkbox"/>	7	Forested Wetlan	Inland Riverine F	River Red Gum -	2	0	1	1
<input type="checkbox"/>	11	Forested Wetlan	Inland Riverine F	River Red Gum -	2	0	1	1
<input type="checkbox"/>	36	Forested Wetlan	Inland Riverine F	River Red Gum t	2	0	1	1

Figure 40 Displaying PCT search results by Formation

- To remove the grouping, click the 'x' on the column name in the sort area. The list will revert to the non-sorted list (see Figure 41).

The screenshot shows the search interface with search results ungrouped. The search criteria are the same as in Figure 40. The search results table is no longer grouped by 'Formation'.

729 records found.

Formation  Click here to ungroup

Select to View	PCT_ID	Formation	Class	Vegetation_Type	No_of_matches	Species Upper	SpeciesUpper1	Structure
Formation: Arid Shrublands (Acacia sub-formation)								
<input type="checkbox"/>	118	Arid Shrublands	Gibber Transition	Gidgee chenopc	1	0	0	1
Formation: Dry Sclerophyll Forests (Shrub/grass sub-formation)								
<input type="checkbox"/>	88	Dry Sclerophyll F	Pilliga Outwash	Pilliga Box - Whi	1	0	0	1
<input type="checkbox"/>	288	Dry Sclerophyll F	Upper Riverina	Long-leaved Bo	1	0	0	1

Figure 41 Removing the grouping to revert to a non-sorted results list

- For each PCT displayed, the total number of criteria matched is shown in the column labelled 'No\_of\_matches'. Each of the search criteria used is listed in a separate column with 0 or 1 in the row for each PCT listed to indicate if the PCT is matched (1) or not (0) on that criteria. When the list of PCTs are displayed, the PCT ID is included in the search results (see Figure 42).

291 records found.

Drag a column header and drop it here to group by that column

Export to CSV Export to Word

	Select to View	PCT_ID	Formation	Class	Vegetation_Type	No_of_matches	IBRA
Open PCT	<input type="checkbox"/>	27	Semi-arid Woodlands: Riverine Plain Woodl	Weeping Myall open	1	Filter	1
Open PCT	<input type="checkbox"/>	35	Semi-arid Woodlands: Brigalow Clay Plain W	Brigalow - Belah oper	1		1
Open PCT	<input type="checkbox"/>	36	Forested Wetlands	Inland Riverine Forest	River Red Gum tall to	1	1
Open PCT	<input type="checkbox"/>	37	Semi-arid Woodlands: North-west Floodplai	Black Box woodland	1		1
Open PCT	<input type="checkbox"/>	40	Semi-arid Woodlands: North-west Floodplai	Coolabah open wood	1		1

Figure 42 Displaying the PCT\_ID in the search results

- On this screen, an 'Open PCT' link has been created to the 'PCT Display' screen (see Figure 43). This allows users to open the selected PCT directly from the results area, bypassing the need to go through 'Search and Display PCT'. The selected PCT will open in a new window and can be closed at any time.

Drag a column header and drop it here to group by that column

Export to CSV Export to Word

	Select to View	PCT_ID	Formation	Class	Vegetation_Type	No_of_matches	IBRA
Open PCT	<input type="checkbox"/>	27	Semi-arid Woodlands: Riverine Plain Woodl	Weeping Myall open	1		1
Open PCT	<input type="checkbox"/>	35	Semi-arid Woodlands: Brigalow Clay Plain W	Brigalow - Belah oper	1		1
Open PCT	<input type="checkbox"/>	36	Forested Wetlands	Inland Riverine Forest	River Red Gum tall to	1	1
Open PCT	<input type="checkbox"/>	37	Semi-arid Woodlands: North-west Floodplai	Black Box woodland	1		1
Open PCT	<input type="checkbox"/>	40	Semi-arid Woodlands: North-west Floodplai	Coolabah open wood	1		1

Figure 43 Opening the PCT link through the search results

### 3.3.1 Sorting results

By default, the results are initially displayed in order of the total number of matches (i.e. numbers in the 'No\_of\_matches' column) in descending order (highest at top). To sort the results list in ascending or descending order for any column:

- Click on the relevant column header ('Keith Class' is used as the example in Figure 44).

1057 records found.

	Select to View	PCT_ID	Formation	Class	Vegetation_Ty	No_of_matche	IBRA	Species Grd	Structure	Keith_class
Open PCT	<input type="checkbox"/>	302	Dry Sclerophyll	Upper Riverina	Riparian Blakel	1	0	0	1	0
Open PCT	<input type="checkbox"/>	304	Dry Sclerophyll	Upper Riverina	Candlebark - A	1	0	0	1	0
Open PCT	<input type="checkbox"/>	305	Dry Sclerophyll	Upper Riverina	Apple Box - Br	1	0	0	1	0
Open PCT	<input type="checkbox"/>	306	Dry Sclerophyll	Upper Riverina	Red Box - Red	1	0	0	1	0
Open PCT	<input type="checkbox"/>	310	Dry Sclerophyll	Upper Riverina	Nortons Box -	1	0	0	1	0

Figure 44 Sorting results by Vegetation Class

2. Click on the column header again to reverse the sort order. The column currently used to sort the results will be shown as dark grey.
3. Adjust the width of the columns by moving the cursor over the split between any two columns – when the cursor changes to the column width adjust icon, click and hold to drag the width of that column to the desired width. However, the column width will revert to default each time a new set of results is displayed.

### 3.3.2 Filtering results

It is possible to filter the results so that, for example, only those PCTs that match multiple search criteria are shown in the results table. To apply a filter to further refine the results:

1. Type the desired number to filter by into the box under the column name.
2. Click the 'Filter' icon in that column and select the desired operation from the list (see Figure 45).

403 records found.

	Select to View	PCT_ID	Formation	Class	Vegetation_Type	No_of_matches	IBRA
Formation: Arid Shrublands (Acacia sub-formation)							
Open PCT	<input type="checkbox"/>	69	Arid Shrublands (Aca	Sand Plain Mulga Sh	White Cypress Pine -	1	1
Open PCT	<input type="checkbox"/>	77	Arid Shrublands (Aca	North-west Plain Shr	Yarran shrubland of t	1	1
Open PCT	<input type="checkbox"/>	118	Arid Shrublands (Aca	Gibber Transition Shi	Gidgee chenopod wc	1	1
Open PCT	<input type="checkbox"/>	119	Arid Shrublands (Aca	Sand Plain Mulga Sh	Sandplain Mulga tall	1	1

Figure 45 Filtering results by No\_of\_matches

3. The results will reflect your changes. In the example in Figure 46, the selection for 'LessThanOrEqualTo' 1 was filtered out from the 'No\_of\_matches' column. You can also apply filters simultaneously on different columns.

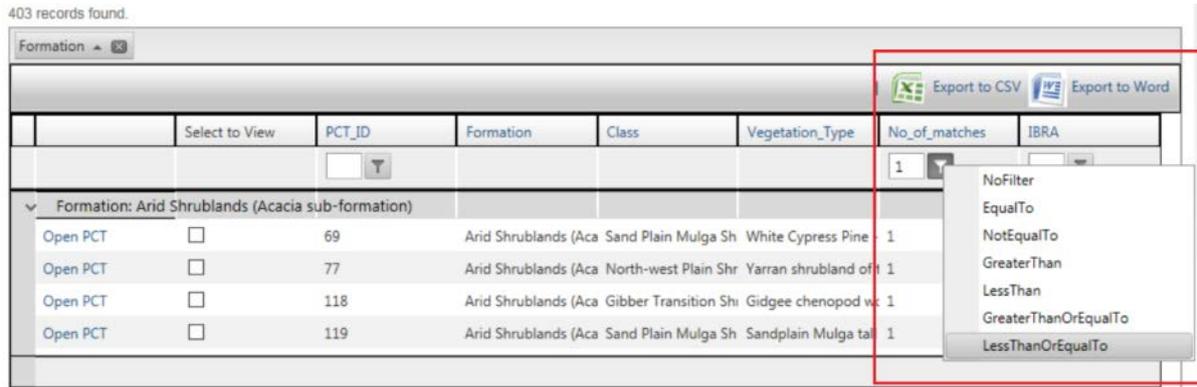


Figure 46 The selection for 'GreaterThanOrEqualTo 2' was filtered out from the 'No\_of\_matches' column

### 3.4 PCT Identification – viewing summaries

Once results are displayed in the results area, you can view summary information for the listed PCTs ('Types'), and for their relevant Vegetation Classes and Formations:

1. To view summaries for all the PCTs listed, leave the 'Select to View' selection boxes unchecked.
2. To select individual PCTs from the list, check the selection boxes next to the relevant PCTs listed, as shown below (you can check as many as you like, but the retrieval of the summaries may slow down if a large number are selected).
3. Once you have selected the PCTs you want to view, click the 'View Summaries' button. The page opens with the PCTs to be viewed nested within their relevant Formation name (Figure 47).
4. To view the Classes and PCT names, click on the relevant '+' signs to open those subgroups.

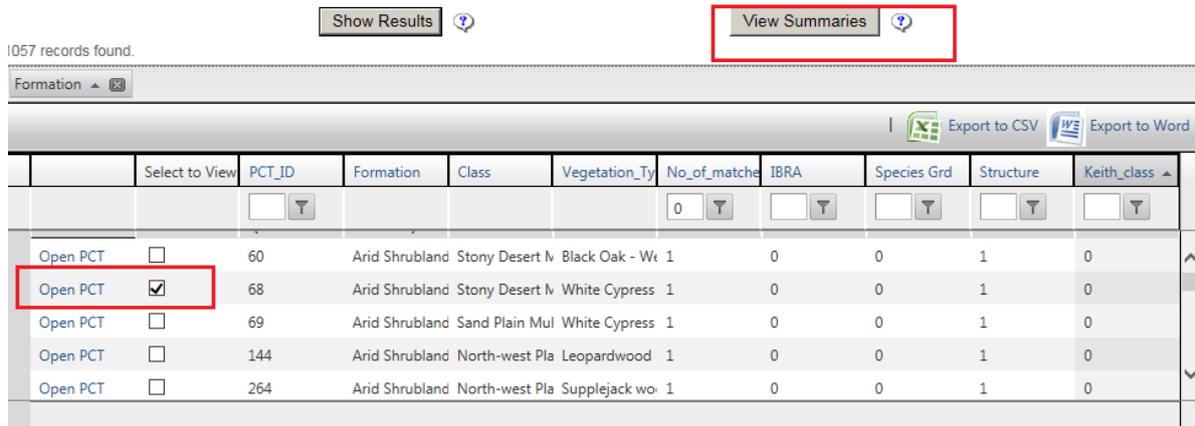


Figure 47 Viewing summaries

5. Click on one of the names (PCT, Class or Formation) in the 'Search results' area on the left, and the summary information (including an image and map if one is available) will be displayed in the 'Overview' area on the right (Figure 48).

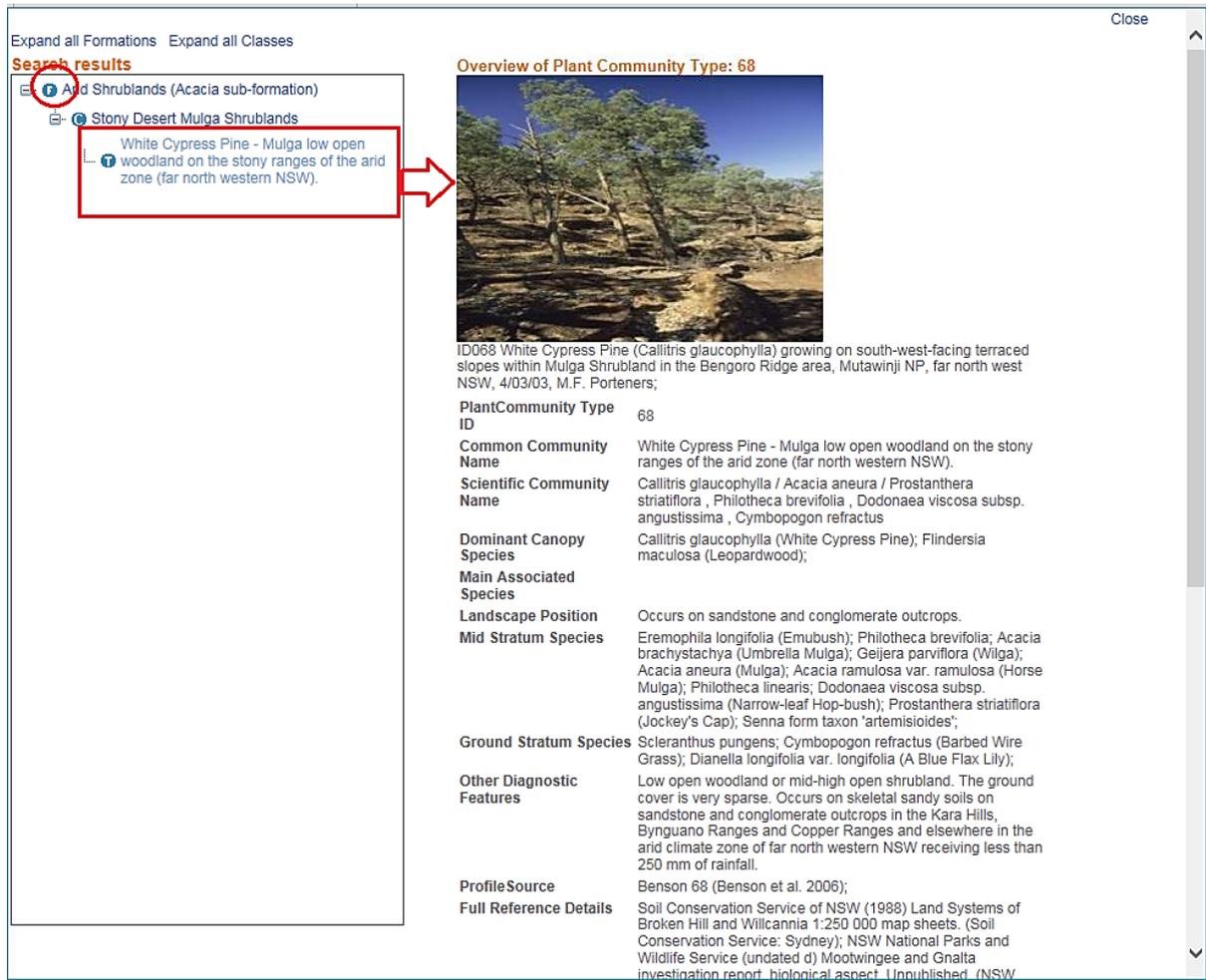
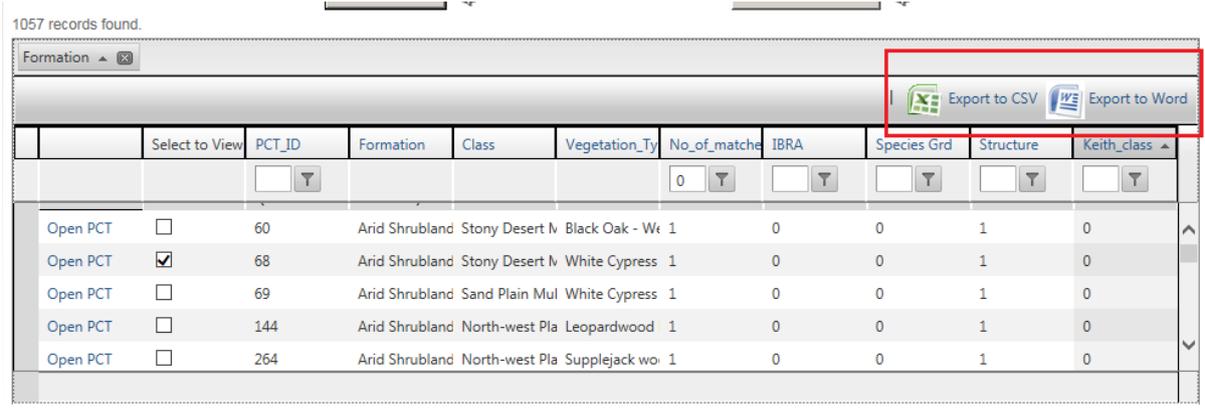


Figure 48 Viewing the Formation ('F'), Class ('C') and summary overview for the PCT ('T')

- To view another summary overview, click on another name.
- Click 'Close' at the top, or the 'OK' button at the bottom of the page to exit the Summary View screen.

### 3.5 PCT Identification tool – exporting lists

You can export the list of matched PCTs at any time (provided types are listed in the results area, after 'Show Results' has been clicked). The options are to export as a .csv file (suitable for opening in a spreadsheet program such as MS Excel) or as a .doc file (see Figure 49).



**Figure 49 Exporting the list of matched PCTs to csv or Word**

To export the file:

1. Click the 'Export to CSV' icon or 'Export to Word'. A Save dialogue box will open (see Figure 50).



**Figure 50 The Save dialogue box**

2. Choose the option you require by clicking on the relevant button. If you click 'Save', the directory window will open to allow you to choose where to save the file, and to rename the file as desired.
3. Click 'Save' to save the file according to the selections you have made.
4. If you click 'Open' in the previous step, the file will automatically open in the default application you have set for opening .csv or .doc files (e.g. Excel or Word, respectively).

## 4 Reports and exports

The report function is used to produce a report summarising the characteristics of PCTs as a .pdf or .doc. The export function allows you to export the data into tables in a .csv document, to use the data for subsequent analysis. However, the search functions are the same whether you want to export data or produce a report.

Most reports and exports are for PCTs. However, there is also the option to report/export data for NSW Landscapes, which provides data about the landscapes and their % cleared estimates.

To export data or produce reports of data for PCTs and NSW Landscapes, choose 'Reports/Exports' from the dropdown menu under the PCT Data top navigation bar (see Figure 51).



**Figure 51 Reports/Exports options for PCT and NSW Landscapes data**

Please read the information under 'Choose Your Search', and in the following sections to understand the nature and limitations of search options for both exporting and reporting data.

### 4.1 State-wide advanced searches

Only some fields in the BioNet Vegetation Classification application have been fully populated for all PCTs, including:

- PCT ID
- authority
- classification confidence level
- common name
- scientific name
- vegetation class (Keith 2004)
- vegetation formation (Keith 2004)
- IBRA Region
- IBRA Subregion
- upper stratum species
- middle stratum species
- ground stratum species
- PCT definition status
- PCT % cleared estimate

- community benchmark data
- references.

Building fairly simple searches (e.g. 2–3 criteria) based on fully populated fields will return comprehensive results. Click on the hyperlinked text to the ‘Report and Export Search Options’ on the search page for further information.

If you wish to customise your search, options are to select ‘Customised terms’ in Step2 and/or to use the ‘Advanced options’ features.

#### 4.1.1 Step 1: select report template

When the desired template is selected in Step 1, the relevant search fields for that template are loaded into the ‘Select communities by’ query box in Step 2 (Figure 52 shows the Community profile report). Also note that the appropriate list of fields to be exported will be populated into the ‘Advanced options’ area at the bottom of the page.

By default, the selection in the ‘Select communities by’ query box will show the ‘common terms’ option, with all fields unchecked.

Figure 52 Community profile report option showing potential query or search terms

#### 4.1.2 Step 2: select communities using common terms

There are two ways to build your search query (i.e. criteria that the system will use to retrieve the relevant PCTs) – via common terms or customised terms (see Section 4.3 for instructions about making customised terms). Appendix 3 shows you how to export a list of Plant Community Types in a particular IBRA Bioregion.

By default, the ‘common terms’ method is active. This method presents a subset of the total number of fields and tables in the database, representing the most commonly used search terms:

1. Scroll down the list to see what fields are available.
2. Check one of the search field boxes. The 'Add' button should now become active (i.e. no longer greyed out).
3. Click the 'Add' button to open the 'Search condition' window for the selected criterion (see Figure 53).



**Figure 53 Specifying the 'Search conditions' for a selected criterion**

4. Click on the 'Operator' dropdown menu to view and select the options. These will vary according to the type of data in the relevant field.
5. When you have selected the 'Operator', select the 'Attribute value' from the dropdown menu next to the field, as shown in Figure 53
6. Select the term you want by clicking once on the relevant entry. The 'Search condition' window should now show your choices.
7. Select the type of operator you want applied for this criterion, either 'Any (Or)' or 'All (And)'. If you are using only one criterion, this term is not relevant. The 'Select records for' terms operate between the criteria, so that selecting 'Any (or)' will include communities that meet either of the criteria, while 'All (And)' will include only communities that meet both criteria simultaneously.

The order of criteria is crucial to getting the result you want, as the first criteria creates a subset that the second criteria is matched to. Using the same criteria and swapping their order can therefore produce different results.

8. Click 'OK' to retain the criteria. The selected criteria should now appear in the Search query build box to the right (Figure 54).

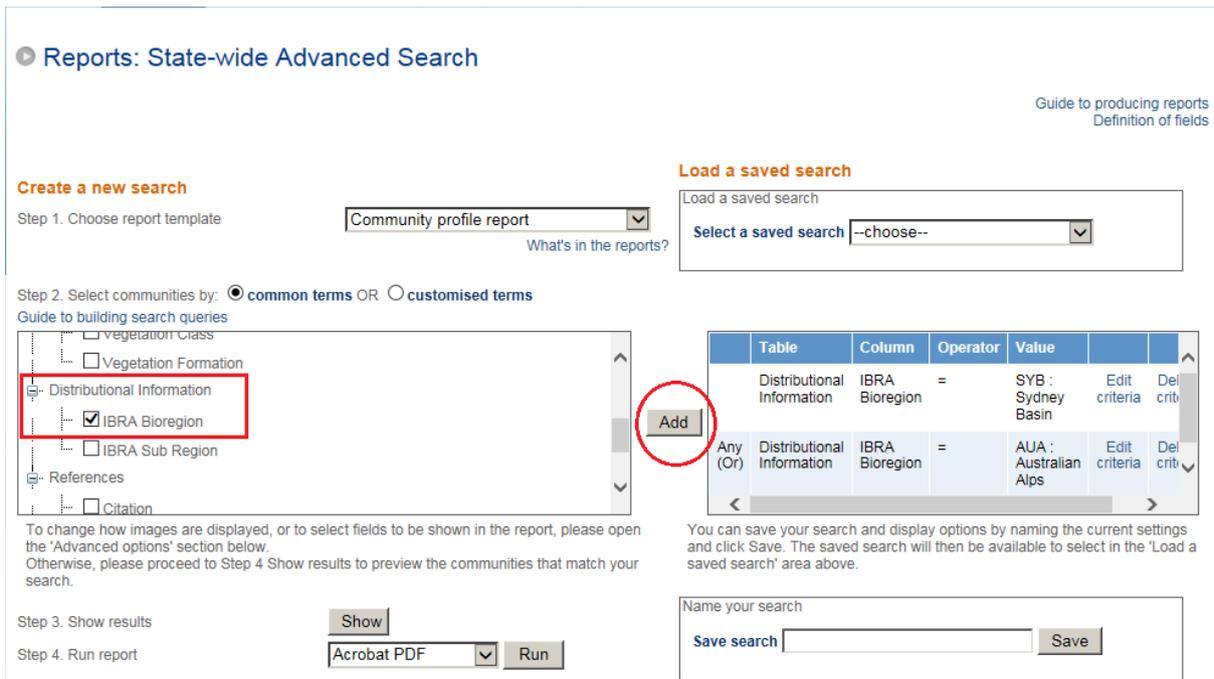


Figure 54 Adding criteria to the Search condition page

- Delete or edit the criteria in this compiling area by clicking on the 'Edit criteria' or 'Delete criteria' text separately for each criterion (Figure 55). The 'Edit criteria' option will take you back to the 'Search condition' window with the current criteria shown. The 'Delete criteria' will remove that criterion entirely from the compiled list.

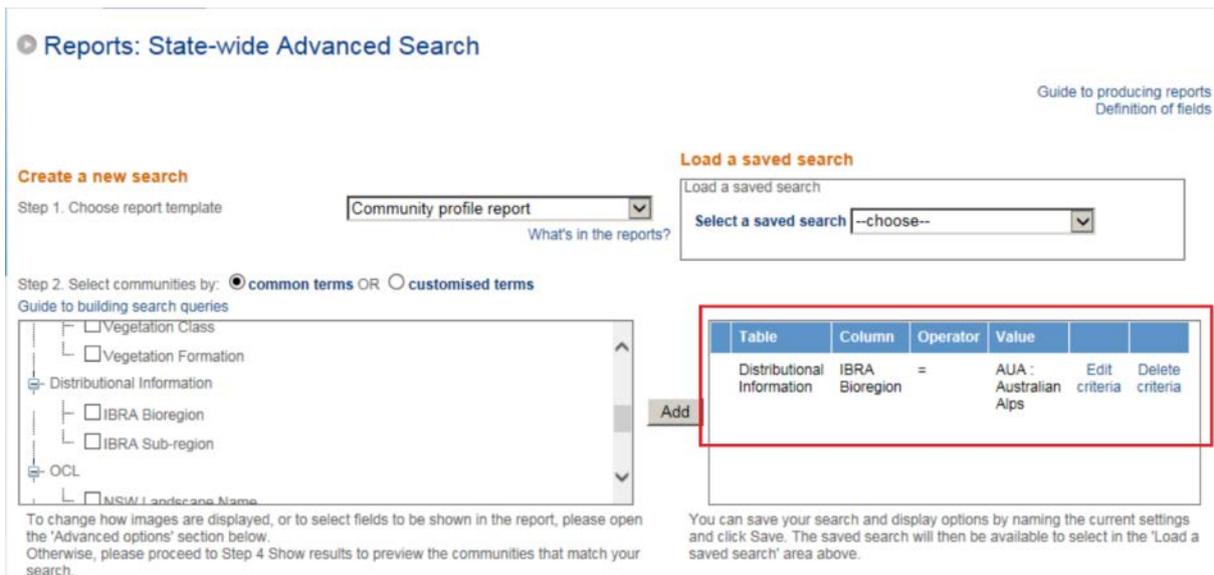


Figure 55 Deleting or editing criteria from the 'Search query build box'

Appendix 3 shows examples for frequently used report/export queries.

### Advanced options

The 'Advanced options' area at the bottom of the screen provides additional functionality to both choose:

- to produce or not produce images in the report

- which fields will be displayed in the report/export.

### Images options

For the reports option, choose the ‘yes’ option under ‘Include images?’ if you want images included. This option only applies to reports that have images in their template (e.g. long reports do, a simple list of communities does not). If the template you choose does not have images, then this field does nothing.

This option does not apply to exports.

### Fields to display

There are a few default fields that will be included in the report/export option even if all fields are ‘off’.

However, you can customise which additional fields are displayed. The ‘Choose fields for report’ area provides a list of the fields currently set to be produced in the chosen report or export template (see Figure 56). By default, all the fields are checked as ‘on’ as all fields in the template will be produced. You can simplify your report/export by turning off any number of fields. The fields are arranged according to the tables within the database. You can turn individual fields off (and back on) or turn off (and back on) all fields in each table.

As you alter the display fields, the ‘Fields that will be displayed’ box on the right will refresh to reflect the changes.

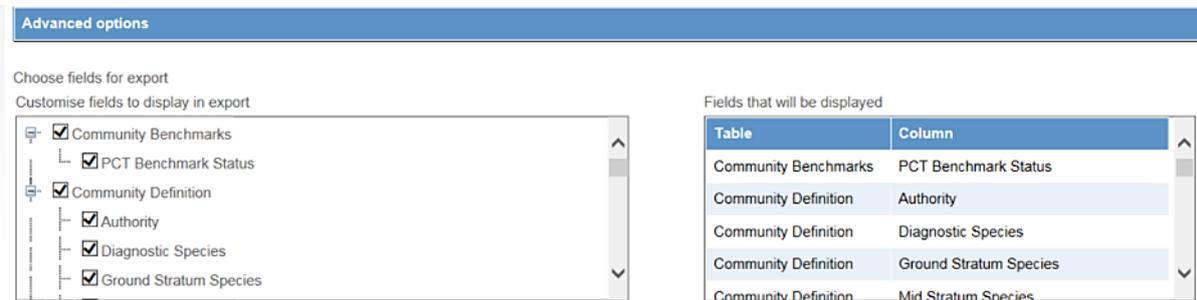


Figure 56 Customising report/export display fields

### 4.1.3 Step 3: show results

When you are happy with your selection criteria:

1. Click the ‘Show’ button. This opens a list of the PCTs that meet your criteria (Figure 57). This step is essential for compiling the search query and cannot be skipped.

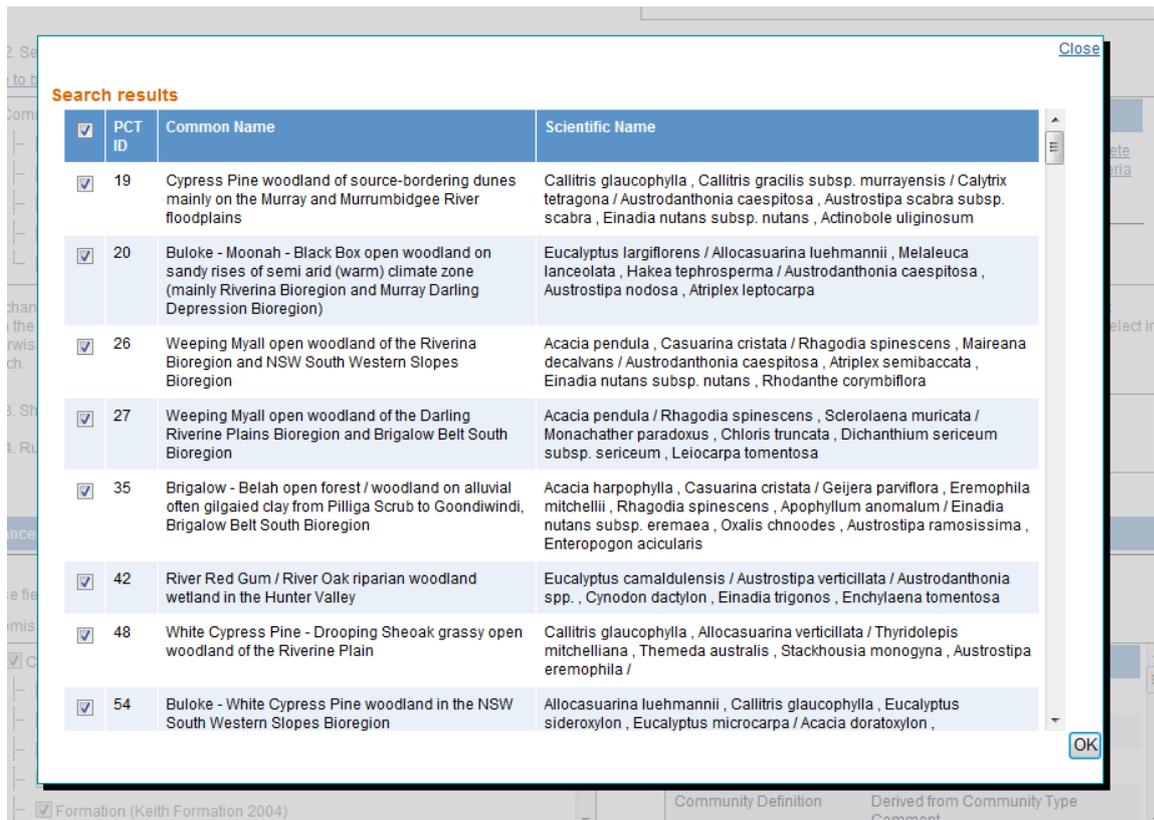


Figure 57 Showing the PCT data results

- By default, all the matching PCTs are shown checked – that is, they will be in the report/export. You may need to scroll down the page to see the full list of communities. To modify, either uncheck individual PCTs in the list, or uncheck the top check box next to the PCT ID column header to deselect all PCTs. You can then reselect any by clicking individual communities or recheck all.
- When you are happy with the PCTs selected, click 'OK' to save these as the ones to be run in the report. Click 'Close' if you **don't** want to save your changes. However, this will revert back to the default position (i.e. all PCTs will appear in the report).

#### 4.1.4 Step 4: run report/export

When you are ready:

- Choose to produce the report as an Acrobat PDF or as a Word file.
- Click 'Run' to produce the report/export. Depending on the size of the report/export (i.e. number of PCTs selected and number of fields/columns to be displayed), this may take a few minutes.
- For PDF reports, when the system and server have processed the request, the PDF will be displayed on screen in a separate window. You can view, save and print the PDF report in this screen. For Word, you will have the choice of Open/Save/Cancel the report (Figure 58) after the server has processed the request.

The preview of pdf reports appears as a new pop-up screen. For this to function, please ensure that 'block pop ups' is not turned on. Refer to Appendix 2 for instructions on how to turn off the pop-up block.



**Figure 58** Opening or saving Word reports when running the report/export

4. If you are exporting, then when you click 'Run', a pop-up will appear.
5. Click 'Download CSV File' to save the export file. Clicking 'Close' will cancel the operation.
6. A second pop-up will appear. Click 'View downloads'.
7. A third pop-up will appear. Click 'Open' or 'Save' the file as relevant. 'Close' will cancel the operation, but the 'Download CSV' dialogue box will remain.
8. Open to access the information in an Excel spreadsheet.

## 4.2 Saving report/export criteria

Once you have created your report/export query, you can save the search set up to retrieve and run later, thus removing the need to create the search query again. To do this:

1. Give the current search set up a name in the 'Name your search' box on the right.
2. Click 'Save'. This will save the set up to your log in (i.e. only you have access to this saved search).

To retrieve the saved search:

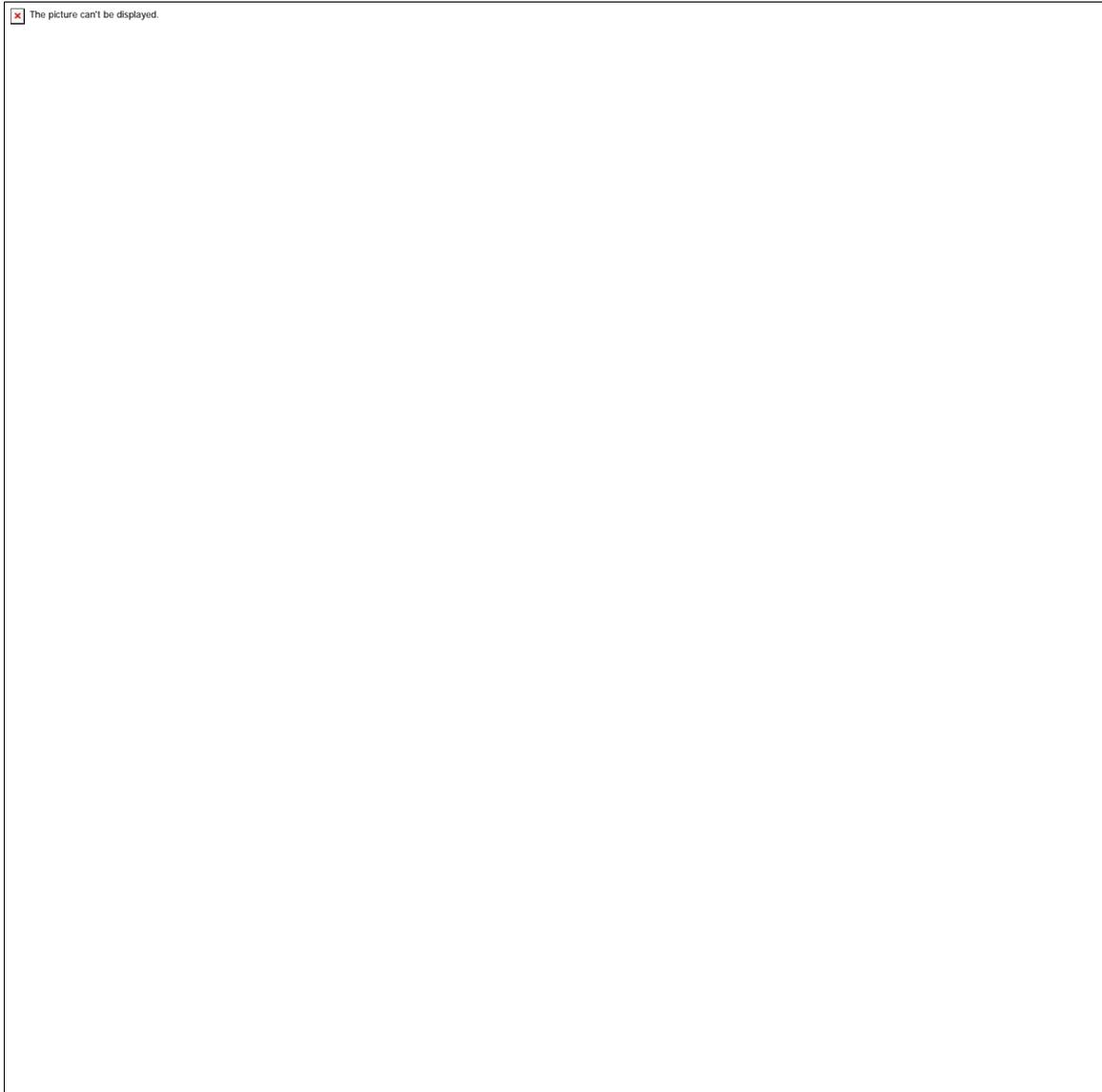
1. Select it from the 'Load a saved search' box in the top right, by selecting it from the list.
2. Click once on the relevant saved search. This will automatically populate the fields for the search as they were saved to that Search name.

To modify an existing saved search:

1. Retrieve and load it.
2. Make your changes.
3. Save it using the same name. This will overwrite the existing saved set up.

You can create multiple saved searches, but remember to change the saved name if you do not want to overwrite an existing saved search (see Figure 59).





**Figure 60 Building a report/export query using customised search terms**

Definitions of the table categories (i.e. 'terms') and fields are provided via the hyperlinked 'Definitions of fields' document.

## **Part C Using the additional functions in the Vegetation Classification edit application**

Part C will be completed later in 2017. Please refer to the old VIS Classification edit application manual at [the BioNet website](#).

## **Part D Appendixes and additional information**

# Appendix 1 Background to the BioNet Vegetation Classification database

BioNet Vegetation Classification is the database for plant community types (PCTs) in New South Wales (NSW). The development of the classification database is an integral part of the NSW Vegetation Information System (NSW VIS), which aims to provide a single, integrated source for vegetation information in NSW.

The aim of the NSW BioNet Vegetation Classification database is to produce a consistent hierarchical vegetation classification of New South Wales PCTs, and to provide public access to information on these PCTs. This version of the Vegetation Classification database is a further development of the VIS Classification database. This further builds on the original NSW VCA (Vegetation Classification and Assessment) database developed by the Royal Botanic Gardens Trust (RBGT), and published in the scientific journal *Cunninghamia* (Benson 2006; Benson, *et al.* 2006; Benson 2008; and Benson *et al.* 2010).

The NSW PCT classification was constructed by integrating two existing vegetation classification databases in 2011: the NSW Vegetation Classification and Assessment database developed by the RBGT; and the Over-cleared BioMetric Vegetation Types Database used in Property Vegetation Planning and BioBanking assessment processes. By integrating this information into one system VIS Classification established a single NSW Master PCT list as the focal point for both vegetation type mapping and regulatory assessment processes.

Further background information on the development of the NSW Vegetation Information System and its components can be found on the [BioNet website](#).

## A1.1 OEH Biodiversity Information System Team's role

The development of the NSW VIS is being coordinated by the Biodiversity Information Systems Team within the Science Division of the NSW Office of Environment and Heritage (OEH). This team is developing and supporting the NSW VIS, BioNet-Atlas, Threatened Species Profiles Database and other native vegetation and biodiversity projects and programs as part of OEH's strategic leadership of native biodiversity information management. One of the key objectives for the team, and the NSW VIS databases in particular, is to ensure effective access to and appropriate use of, the full range of vegetation information for NSW, including plot, classification and mapping data and products.

For further information on the role of the team, the NSW VIS or OEH's role in vegetation and biodiversity information, please email the OEH Biodiversity Information Systems Team at [bionet@environment.nsw.gov.au](mailto:bionet@environment.nsw.gov.au).

## Appendix 2 Possible Internet Explorer issues

Users may experience some issues when using Internet Explorer:

- If the pop-up blocker is turned off, you may have problems with some functions including producing reports.
- A known issue with Internet Explorer is the retrieval of cached information overriding the loading of updated pages.

### A2.1 Pop-up blocker

To enable some functions, including producing reports, you may need to have the Pop-up Blocker turned off. In Internet Explorer, you can do this via the Tools menu, under 'Internet options' (see Figure 61).

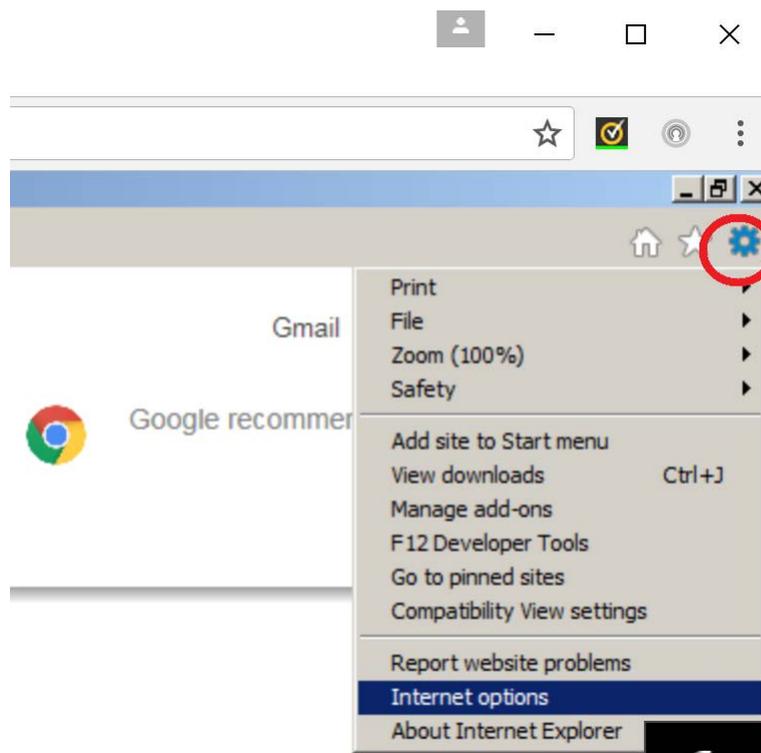
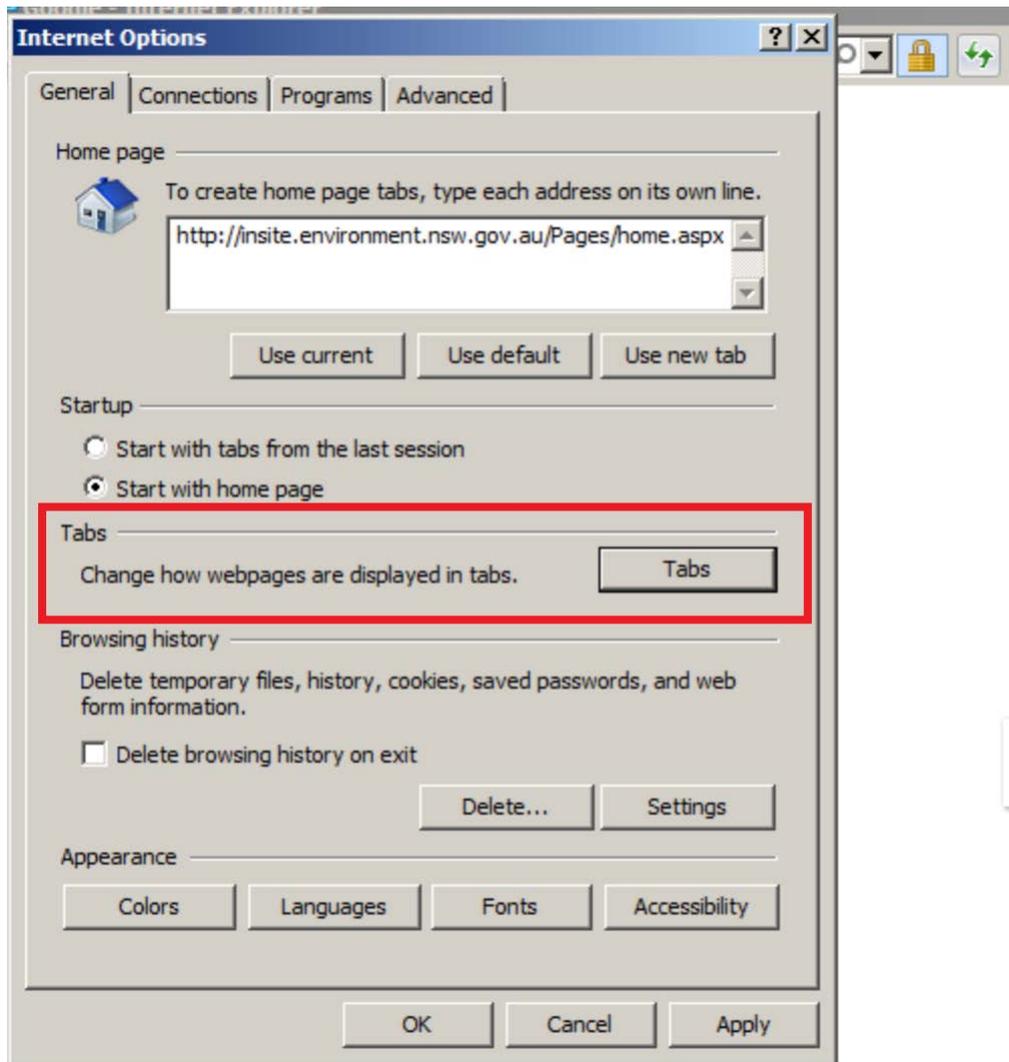


Figure 61 The 'Tools' menu on Internet Explorer

On the general tab, go to 'Tabs' (Figure 62).



**Figure 62** The 'Tabs' button under the 'Internet Options' menu

Once the 'Tabs' button is selected, ensure 'Let Internet Explorer decide how pop-ups should open' (see Figure 63).

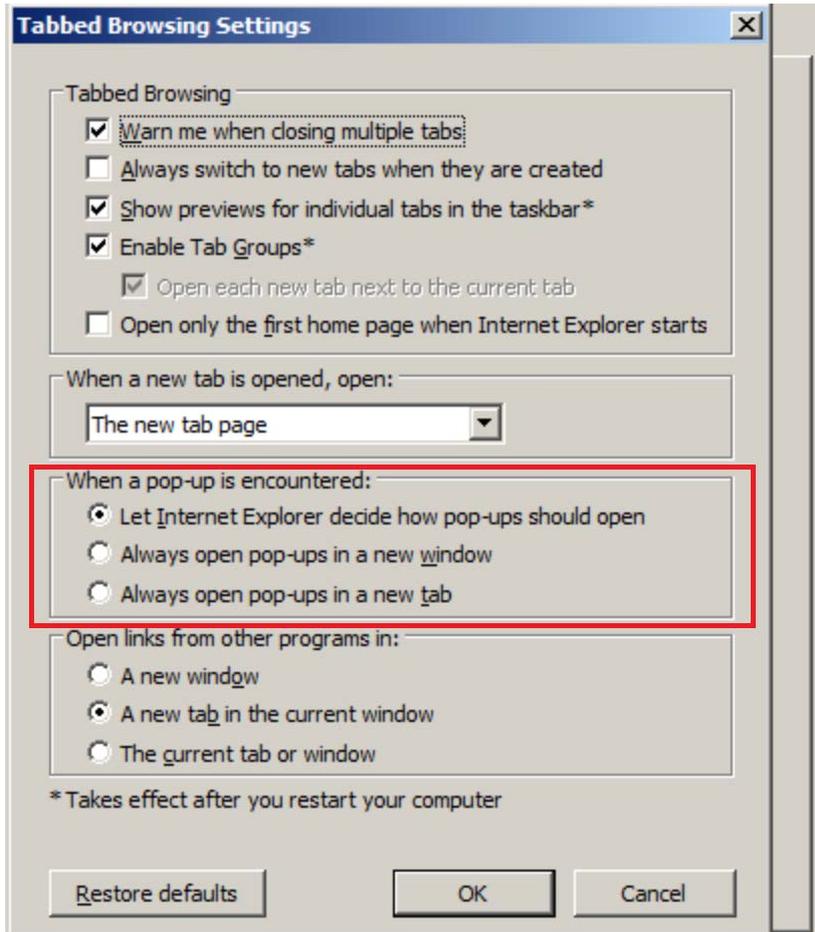


Figure 63 The pop-up options on the 'Tabbed Browser Settings' menu

## A2.2 Issues with refreshing pages

There is a known issue with Internet Explorer in that the retrieval of cached information may override the loading of updated pages. If during use you find that pages or areas are not refreshing as expected (e.g. clicking on 'options' buttons does not clear previous selections), this may be due to cache retrieval.

To fix this, select the 'Internet Options' from the Tools menu in Internet Explorer, as shown in the previous section. Then select 'Browsing history settings' (Figure 64).

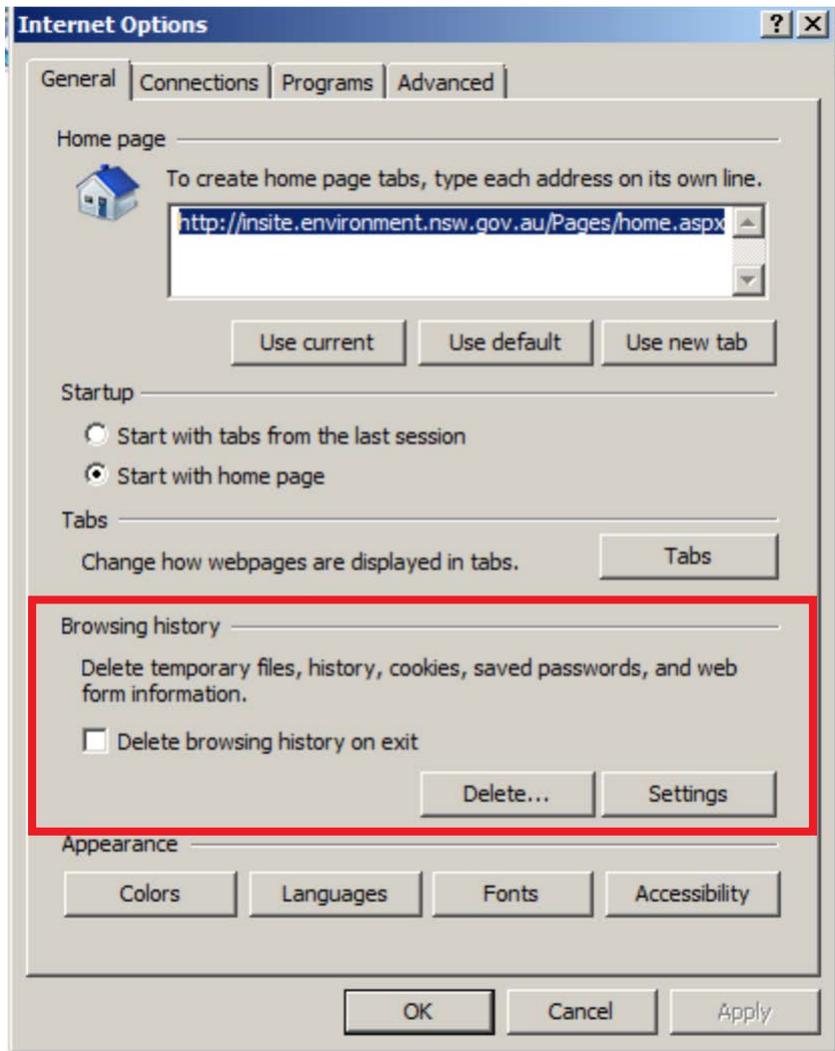
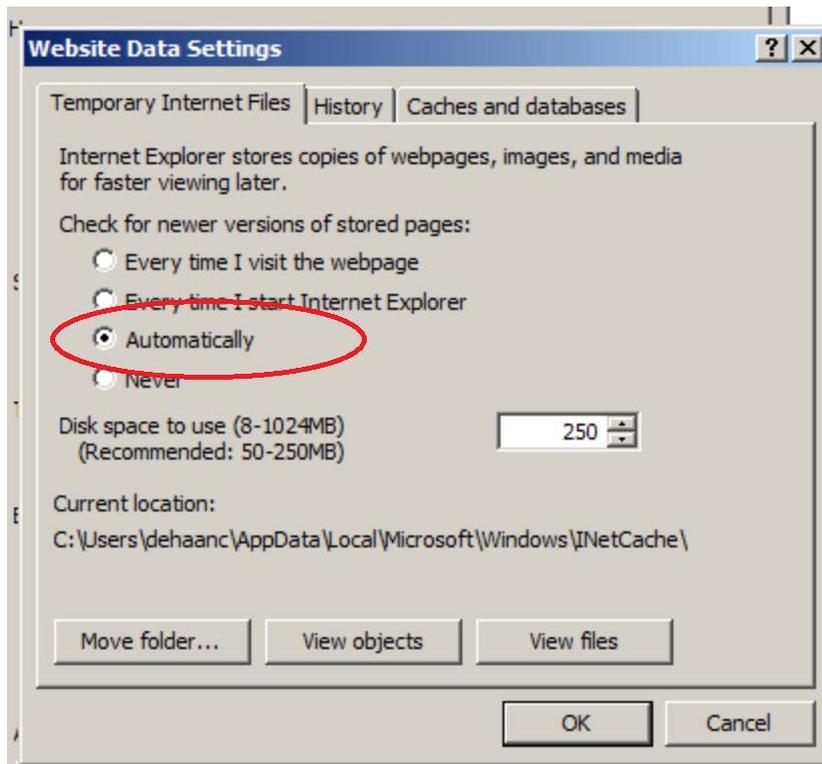


Figure 64 The Browsing history options under the 'Internet Options' menu

On the 'Settings' page, ensure that 'Automatically' is ticked (see Figure 65).



**Figure 65** Select 'Automatically' under the 'Temporary Internet Files' tab

Click 'OK', which will take you back to the previous screen. Here, click on 'Delete' in the Browsing history section (see Figure 66).



**Figure 66** The 'Delete' button on the 'Browsing history' menu

Tick 'Temporary Internet files and website files' and 'Cookies and website data', then click 'Delete'. This may take a while, depending on how often you delete these files and data (see Figure 67).

Afterwards, click 'OK' until you are out of the Internet options box.

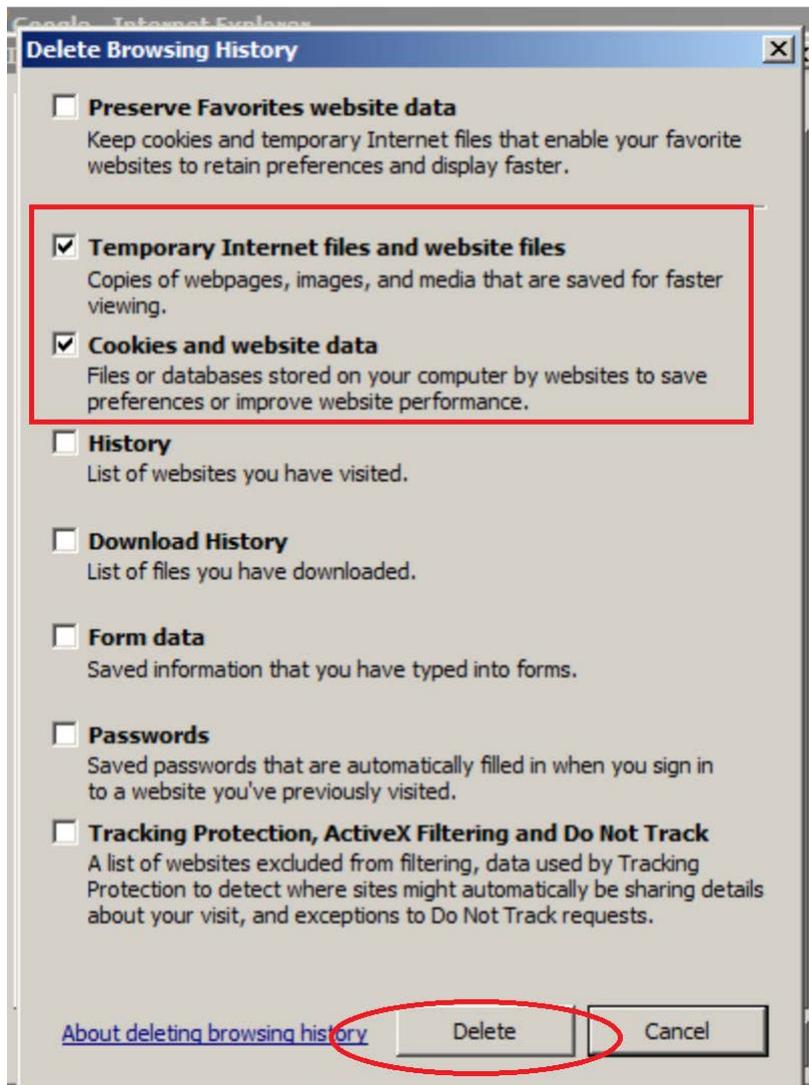


Figure 67 The 'Delete Browsing History' menu in Internet Explorer

## Appendix 3 Example searches for reports and exports

### A3.1 Exporting a list of Plant Community Types in a particular IBRA Bioregion

1. Select **Exports** (see Figure 68).

#### Choose Your Search

Choose the search option below that best suits your needs. Further information on the types of Advanced Search option enables you to further design your reports and exports via a larger set produced in your report or export.

- Reports  
 Exports

#### Search

Please refer to the [Report and Export Search Options](#) document for further information.

**Figure 68** Choose exports under 'Choose your search'

2. Step 1: Choose the 'Community profile report' export template.
3. Step 2: Select common terms and check 'IBRA Bioregion' (see Figure 69).

The screenshot shows the 'Choose your search' interface. Under 'Step 1. Choose export template', the 'Community profile report' is selected in a dropdown menu. Under 'Step 2. Select communities by: common terms OR customised terms', the 'common terms' radio button is selected. A list of search criteria is shown, with 'IBRA Bioregion' checked. An 'Add' button is visible next to the list.

**Figure 69** Selecting the desired IBRA Bioregion

4. Select 'Add'. A window will pop up asking you to select the search condition. Select search conditions as:
  - Operator: =
  - Enter value: 'SYB: Sydney Basin' (Figure 70)
  - Select records for: 'Any (Or)'
5. Select 'OK' to close display window. The screen will then show the criteria selected.

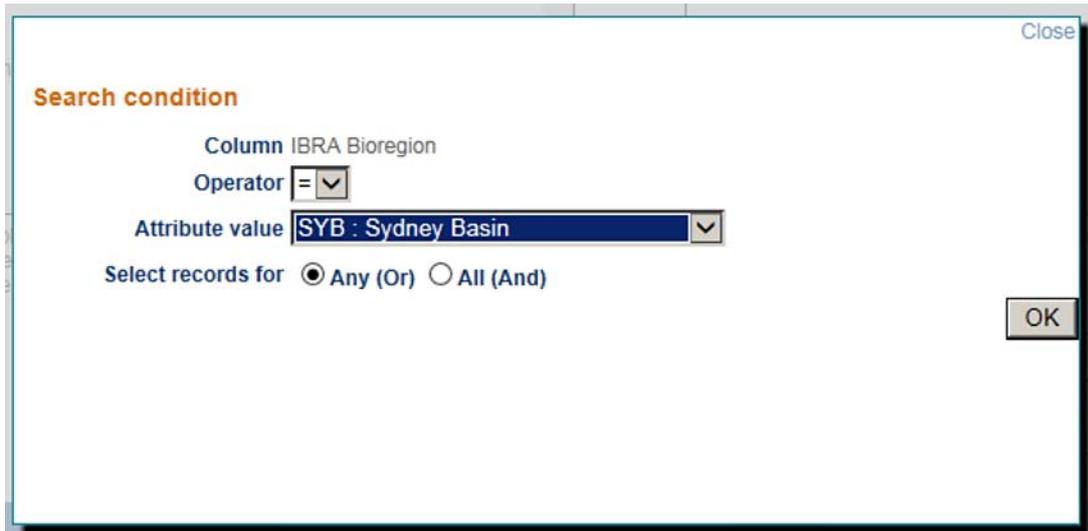


Figure 70 Selecting SYB:Sydney Basin as the IBRA Bioregion

6. Follow Sections 4.1.3 and 4.1.4 to show the results and run a report.

As you compile criteria, please check the 'Show' button in Step 3 of the interface. This allows you to see if the current combination of criteria returns at least one expected PCT. If the 'Show' button is greyed out, there are no PCTs that meet the current combination of criteria.

## A4.2 Exporting a benchmark report for an IBRA Bioregion

To export a report containing benchmark data for PCTs in certain IBRA Bioregions (see Figure 71):

1. Select 'PCT Benchmarks Report' in Step 1.
2. Select 'Benchmark IBRA Region' under 'Community Benchmarks' and 'Add' to your search criteria.
3. Repeat this step to add multiple IBRA Regions to your Benchmark Report.

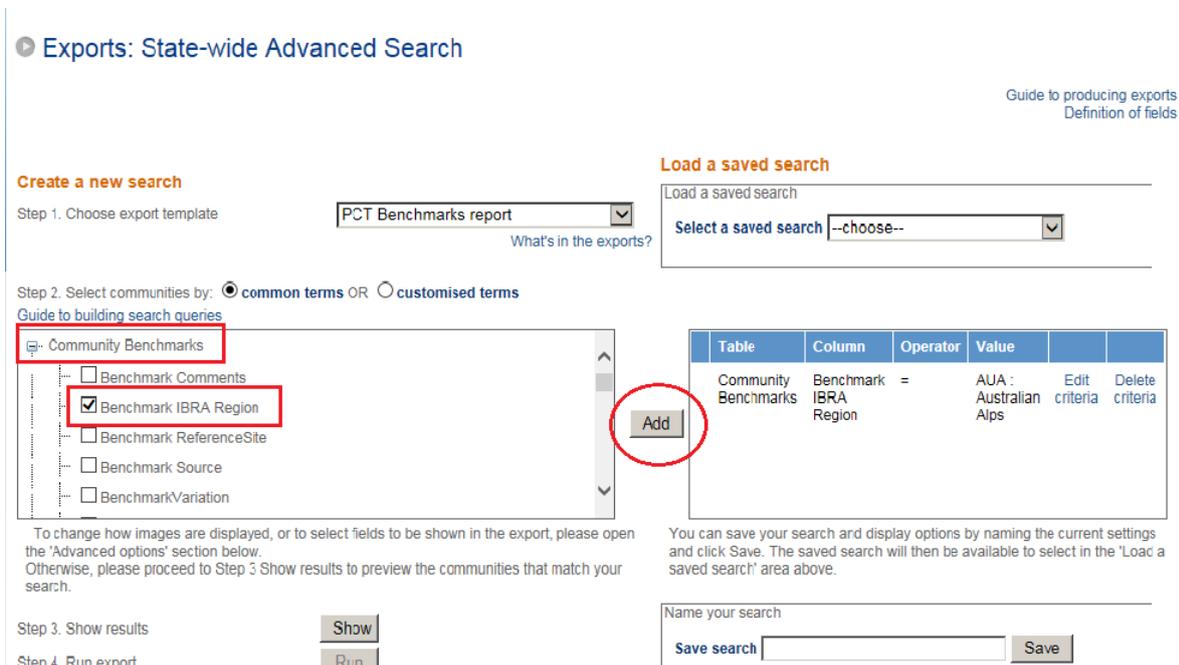


Figure 71 Exporting benchmark data for PCTs in certain IBRA Regions

## Acronyms and abbreviations

Acronym or abbreviation	Definition
IBRA	Interim Biogeographic Regionalisation of Australia
LGA	local government authority
NSW	New South Wales
OEH	NSW Office of Environment and Heritage
PCT	plant community type
TEC	threatened ecological community
VCA	Vegetation Classification and Assessment
VIS	Vegetation Information System

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